

Certified as a Regulation (or as
Regulations) of th-

Dept of Social Welfare
(Name of State Agency)

Mullenberry
(Signature)

Director
(Title)

January 2, 1946
(Date)

MAIN OFFICE
616 K Street
Sacramento

LOS ANGELES OFFICE
Washington Building
311 South Spring Street

SAN FRANCISCO OFFICE
David Hewes Building
995 Market Street

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
December 28, 1945

1297

MANUAL LETTER NO. 89

FILED

In the office of the Secretary of State
of the State of California

JAN 3 - 1946

FRANK M. JORDAN, Secretary of State

By *Robert V. Jordan*
Assistant Secretary of State

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapters. Revision numbers are listed for the chapters as follows:

Residence	Revision 55
Financial Procedures	Revision 164

Sec. 120-25, Effect of Dependency on Residence, now provides specifically that aid shall not be denied an applicant solely because he received aid from another state while physically present here.

Sec. 674-05, Claims for the Return of Erroneous Repayments, now provides that the recipient who makes an erroneous repayment shall be notified that such repayment was taken in error by the county and that the recipient has the privilege of filing a claim for the return of the erroneous repayment so that he may be assured that the money taken in error may be returned to him. Note the time limit specified in the section.

These revisions were approved by the Social Welfare Board on December 18, 1945.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

120-05 (Continued)

120-05

The guides for determining whether residence was lost or retained by California residents who are absent from the State (as set forth in Secs. 121-45 through 121-95) are applicable in converse to residents of other states who are present in California.

See Secs. 120-45, Residence of Incompetents, 121-20, State Residence, ANC, 124-30, Residence While in Public Custodial or Correctional Institution, 124-28, Residence on Federal Reservation Housing Project, etc., and 230-60, Guardianship. (W&IC 1560, 2140, 3042.10, 3075, 3460)

120-10 RESIDENCE--HOW LOST
OAS, ANB, APSB, ANC

120-10

Residence, once gained, can be lost only when act and intent again coincide, and a new residence is established. "Residence" does not connote a period of residence which would qualify a person for any particular kind of aid in this or another state, but means legal residence as defined in Sec. 120-00, Residence, General. (W&IC 1560, 2140, 3075, 3460; Gov't C 244)

120-25 EFFECT OF DEPENDENCY ON RESIDENCE
OAS, ANB, APSB, ANC

120-25

Dependency or receipt of aid or relief through any county in this State is an irrelevant factor in determining residence for purpose of OAS, ANB, APSB or ANC.

Assistance shall not be denied an applicant solely because he received aid or relief from another state or one of its political subdivisions while physically present in this State. When residence in another state or its subdivision is a condition to the granting or continuance of aid or relief, this may be considered as evidence indicating an intent to retain residence in that state. Such evidence may be refuted by other evidence indicating an intent to establish residence in this State. In cases of conflicting evidence, a preponderance of evidence is accepted. (W&IC 1560, 2140, 3075, 3460)

120-30 RESIDENCE OF MARRIED WOMAN
OAS, ANB, APSB, ANC

120-30

Under the general laws, residence of the husband determines that of the wife and the residence of an adult or minor married woman follows that of her husband. If the husband dies, the widow, though still a minor, would determine her own residence. A husband, however, is deemed to reside where his family has residence unless he establishes a separate residence elsewhere by act and intent.
(Pol C 52)

(Section Continued on Next Page)

120-00 RESIDENCE, GENERAL
OAS, ANB, APSB, ANC

120-00

Certain residence qualifications as a condition of eligibility are required in all four categorical aids. These requisites vary according to provisions set forth in the statutes for each aid. However, "residence" is not defined in any of the four aid laws. Therefore, the word "residence" and its derivatives "reside" and "residing" are interpreted in accordance with provisions of the general laws, except as they conflict with specific provisions of the Welfare and Institutions Code. "Residence" does not connote any particular length of residence which would qualify a person for aid. The concepts that follow should be considered in determining State and county residence for the four categorical aids.

1. Residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
2. There can be only one residence.
3. A residence can not be lost until another is gained.
4. Residence can be changed only by union of act and intent.

(W&IC 1560, 2140, 3075, 3460; Gov't C 244)

120-05 GUIDES FOR DETERMINING WHETHER RESIDENCE ESTABLISHED
OAS, ANB, APSB, ANC

120-05

Before residence is gained, it is necessary that there be physical presence and intent to establish residence in a certain place. The factor of intent involves, as a prerequisite, ability to make a choice. Therefore, anyone entering the State without such ability could not establish a residence here. This would include persons brought into the State under arrest, such as Federal prisoners destined for Alcatraz or for county jails functioning as Federal prisons; persons extradited from other states in which they had established residence; escaped prisoners; paroled prisoners; and others of similar status. (See Sec. 124-35, RESIDENCE WHILE ON PAROLE)

Exceptions to the foregoing are (1) ANB and APSB applicants who are deemed to reside in California during any periods when as minors they are physically present in this State, (2) ANB and APSB applicants during any period in their minority when the persons determining their residence have resided in this State, and (3) in ANC, children born in California and children not born here who fulfill residence requirements by their own physical presence in California during the year immediately preceding date of application. Intent is irrelevant in such cases.

Voluntary physical presence in this State for any considerable length of time may indicate intent to reside here. In absence of evidence to the contrary, it may be deemed that residence begins as of the date of entry in computing length of residence for parents of children not born in California; for ANB and APSB applicants not California residents at time they became blind; and for OAS applicants.

(Section Continued on Next Page)

**120-35 RESIDENCE OF ILLEGITIMATE CHILD
ANC****120-35**

The mother of an illegitimate unmarried minor is entitled to its custody in the absence of court action to the contrary.

If the mother is an unmarried minor, her county residence would be determined by the parent, guardian or court having custody, and her residence would determine that of her child or children.

ANC State residence requirements may be fulfilled by child's California birth, by child's physical presence in California for year immediately preceding date of application, or by mother's residence in California for year immediately preceding date of application. If paternity has been established, ANC State residence may be established by the father. (W&IC 1525, 1526)

**120-45 RESIDENCE OF INCOMPETENTS
OAS, ANB, APSB****120-45**

Incompetency is a finding of the court and is not a factor in determining residence unless:

- (1) a guardian of the person has been appointed, or
- (2) the person has been found incompetent under the provisions of Secs. 5076 or 5078 of the W. & I. C.

The residence of one for whom a guardian of the person has been appointed is the residence of the ward at the time letters of guardianship were issued. Residence of such a person may be changed only by the union of the guardian's intent and some act in relation to the ward such as the ward's removal to another county. (W&IC 2140, 3075, 3460; PROB C 1460, 1500)

For residence while in or on parole from a public custodial or correctional institution see Secs. 124-30, Residence While in Public Custodial or Correctional Institution, 124-35, Residence While on Parole, and 230-60, Guardianship. (W&IC 2140, 3075, 3460)

**121-00 STATE RESIDENCE, GENERAL
OAS, ANB, APSB, ANC****121-00**

State residence is a requirement for eligibility to OAS; for eligibility to ANB and APSB, either at the time of becoming blind or during a specified period prior to application; and for eligibility to ANC for all children not born in California. (W&IC 1525, 2160, 3040, 3041, 3042, 3043, 3075, 3430, 3431, 3432, 3460)

**121-05 STATE RESIDENCE--OAS
OAS****121-05**

All applicants for OAS, to be eligible to this aid, must reside in this State and have so resided continuously for at least one year immediately preceding date of application and for a total of five years which may be cumulative within the nine years immediately preceding date of application. (W&IC 2140, 2160)

120-30 (Continued)

120-30

The foregoing is not intended to imply that a woman, upon marriage, assumes her husband's prior length of residence. Such a woman would not be eligible to aid unless she personally had met residence requirements set forth in the specific category of aid for which she is applying.

Specific exceptions to the general principles mentioned in the preceding paragraph are written into the laws governing OAS, ANB, APSB, and ANC. These exceptions are discussed in Sec. 120-32, Residence of Married Woman Under OAS Law; in Sec. 120-33, Residence of Married Woman Under ANB and APSB Laws, and in Sec. 122-10, ANC--Determination of County of Residence. (W&IC 1560, 2140, 2161, 3042.10, 3075, 3433, 3460)

**120-32 RESIDENCE OF MARRIED WOMAN UNDER OAS LAW
OAS**

120-32

A woman applicant for OAS may establish her own separate residence if she is in fact living separate and apart from her husband.

When a wife has established a separate residence, such residence may not be changed except by her union of act and intent (SEE SECS. 120-00, RESIDENCE GENERAL, AND 120-05, GUIDES FOR DETERMINING WHETHER RESIDENCE ESTABLISHED), irrespective of her husband's residence. (W&IC 2140, 2161)

EXAMPLE A: HUSBAND IS LIVING IN COUNTY A, WIFE IS APPLYING FOR OAS IN COUNTY B. INVESTIGATION REVEALS THAT WIFE CAME TO COUNTY B IN 1935 INTENDING TO MAKE HER RESIDENCE THERE. WIFE IS RESIDENT OF COUNTY B, APPLICATION IS GRANTED BY THAT COUNTY IF SHE IS OTHERWISE ELIGIBLE.

EXAMPLE B: WOMAN CAME TO CALIFORNIA IN JANUARY, 1937, AND HAS REMAINED HERE CONTINUOUSLY WITH INTENT OF MAINTAINING HER RESIDENCE IN CALIFORNIA. HUSBAND JOINED HER IN CALIFORNIA IN 1939. WOMAN APPLIES FOR OAS IN FEBRUARY, 1942, AND HAS COMPLETED THE REQUIRED PERIOD OF STATE RESIDENCE AT THAT TIME.

EXAMPLE C: HUSBAND AND WIFE ESTABLISHED RESIDENCE FOR OAS IN CALIFORNIA, AND BOTH WERE GRANTED AID. THE HUSBAND MOVED OUT OF THE STATE WITH INTENT TO RESIDE ELSEWHERE. THE WIFE REMAINED IN CALIFORNIA. HER RESIDENCE IS IN CALIFORNIA AND HER RESIDENCE ELIGIBILITY CONTINUES FOR PURPOSES OF THE OAS LAW. (W&IC 2140, 2161)

**120-33 RESIDENCE OF MARRIED WOMAN UNDER ANB AND APSB LAWS
ANB, APSB**

120-33

For the purpose of receiving aid under ANB or APSB law, neither the domicile nor residence of husband or wife shall be deemed to be the residence or domicile of the other. Each may have a separate residence or domicile, dependent upon proof of the fact and not on legal presumptions. In other words, in the absence of proof that husband and wife have separate residence status, they may be presumed to have but one which would be determined in accordance with the general laws regarding residence. (SEE SEC. 120-30, RESIDENCE OF MARRIED WOMAN.) (W&IC 3042.10, 3075, 3433, 3460)

674-05 (Continued)

674-05

Notification shall be given to any recipient who made a repayment of aid which, within one year of the date on which the last item of the account accrued, was determined to have been an erroneous repayment and he shall be advised of his right to seek reimbursement.

A voluntary repayment of aid, made upon the initiative of the payer, without request or suggestion on the part of the county, constitutes a gift, and shall not be deemed to have been erroneous. (AGO NS1459)

If the county wishes to have the SDSW make an independent finding in addition to the county's finding, request for such a finding shall be made in writing to the SDSW at Sacramento; the request shall be accompanied by a statement showing the claimant's contention, the amounts and periods involved, and the basis upon which the repayment was collected by the county. (W&IC 1560, 2140, 2222.7, 3075, 3460)

In cases where an erroneous repayment was made, the Federal, State and county shares of the erroneous repayment shall be returned.

Recipients of aid whose claim for the return of an erroneous repayment of aid has been rejected by the board of supervisors shall be informed of their right to appeal to the SSWB. (W&IC 1560, 2140, 3075, 3460)

674-10 FISCAL REPORTING OF RETURNS OF ERRONEOUS REPAYMENTS OAS, ANB, APSB, ANC

674-10

If the erroneous repayment was not previously reported to the SDSW on Forms Ag, Bl, CA 803 (Report of Adjustments) or Ag, Bl, CA 805 (Report of Collections), the return of the erroneous repayment need not be reported to the SDSW, but all pertinent facts surrounding the return shall be incorporated in the county case record.

If the erroneous repayment has already been reported to the SDSW on Forms Ag, Bl, CA 803 or 805, the county shall report the return of the erroneous repayment on a current claim as credit entries on Forms Ag, Bl, CA 803 or 805, and deduct them from the total of regular adjustments or collections reported. The fiscal distribution of the credit item shall be in the same relative proportion as the distribution of the original repayment. The date on which the return was made, together with the check or warrant number shall be reported on Forms Ag, Bl, CA 803 or 805. If the county has no regular adjustments or collections to report, or if such regular adjustments or collections total less than the returns to claimants, credit entries will appear under the appropriate items on the Aid Affidavit, Form Ag, Bl, CA 800.

In addition to inclusion on Forms Ag, Bl, CA 803 or 805, the return and all information pertaining thereto shall be reported to the SDSW for each individual case by means of a letter or Form Ag, Bl, CA 808 (Notice of Repayment). In the event Form Ag, Bl, CA 808 is used, the heading of the form should be changed to "Notice of Return of Repayment." (W&IC 1560, 2140, 2222.7, 3075, 3460)

673-50 REPORTING OF COLLECTIONS
OAS, ANB, APSB, ANC

673-50

Collections are reported on the Aid Affidavits (Forms Ag, Bl, CA 800 and CA 800 BHI) under the items provided and detail is shown on Report of Collections (Forms Ag, Bl, CA 805), accompanying each respective claim. (SEE FORMS AG, BL, CA 800, CA 800 BHI AND AG, BL, CA 805 IN SEC. 629-99, COUNTY AID CLAIM FORMS.) (W&IC 116, 1560, 2140, 3075, 3460)

673-75 ADDITIONAL REPORTS OF ADJUSTMENTS AND COLLECTIONS
OAS, ANB, APSB, ANC

673-75

Notices of Repayment (Forms Ag, Bl, CA 808), are used to report all repayments of aid. It shall be stated in the space provided on such forms whether the repayment is an adjustment or a collection. It is also necessary to include on these forms specific information regarding the reason for and the amount of the overpayment as well as the period during which the overpayment occurred; also the method used in computing the total amount of the distribution of the repayment. (SEE FORMS AG, BL, CA 808 IN SEC. 674-99, FORMS USED IN REPORTING REPAYMENTS.) (W&IC 116, 1560, 2140, 3075, 3460)

674-00 DEFINITION OF ERRONEOUS REPAYMENTS
OAS, ANB, APSB, ANC

674-00

An erroneous repayment is a repayment of aid which has been collected upon the assumption that aid was extended to which the recipient was not in fact or by law entitled, and where it is later found that the recipient was in fact or by law entitled to the aid which he received. (W&IC 1560, 2140, 2222.7, 3075, 3460; AGO NS4608)

674-05 CLAIMS FOR THE RETURN OF ERRONEOUS REPAYMENTS
OAS, ANB, APSB, ANC

674-05

Assistance shall be given by the county welfare department to individuals who wish to file claims for the return of erroneous repayments of aid. (W&IC 1560, 2140, 3075, 3460)

Claims for the return of erroneous repayments of aid shall be filed with the county auditor or the clerk of the board of supervisors within one year from the date on which the last item of the claim accrued; i.e., if the last erroneous payment on the same account occurred within one year preceding the date on which the claim is filed, all erroneous payments made on that account may be included in the claim.

Claims for the return of erroneous repayments, if duly filed, shall be approved by the board of supervisors if it is found that the repayment of aid was collected erroneously because of mistake of law or fact. In making findings with respect to erroneous repayments of aid, the county shall carefully determine if, during the period to which the repayment was applicable, there existed other factors of complete or partial ineligibility in addition to the one on which the repayment of aid was predicated; if such facts are found to have existed, it may be found that no return, or a return in a smaller amount, is in order. (AGO NS5407; POL C 4075)

(Section Continued on Next Page)

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
January 29, 1946

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MRS. BERNICE H. CHIPMAN
1100 UNION STREET
SAN FRANCISCO

JOHN C. CUNEO
922 J STREET
MODESTO

GERALD C. KEPPLER
135 NORTH BRIGHT AVENUE
WHITTIER

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

1946 JAN 30 AM 8 32

RECEIVED
SACRAMENTO, CALIF.
FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

IN REPLY PLEASE REFER
TO:


Dear Mr. Jordan:

Attached are three copies of the following regulations
made by the State Department of Social Welfare.

S.D.S.W. REGULATION BOARDING HOMES NO. 11 (Emergency reg.)

These regulations are filed in accordance with Section 11381
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

366:b5
Attachments

Certified as a Regulator (or as
Regulations) of the

State Dept of Social Welfare
(Name of State Agency)

Conventry
(Signature)

Director
(Title)

1/29/46
(Date)

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

Earl Warren
Governor

Authority: W41C 1620-1630,
2300-2310

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
December 21, 1945

FILED

In the office of the Secretary of State
of the State of California

JAN 30 1946

FRANK M. JORDAN, Secretary of State

By Robert M. Jordan
Assistant Secretary of State

S.D.S.W. REGULATION BOARDING HOMES NO. 11

TO: ACCREDITED AND INSPECTION AGENCIES
CHILD PLACING AGENCIES
COUNTY WELFARE DEPARTMENTS

IN REPLY PLEASE REFER
TO:

Subject: Nursing and Convalescent Homes
for Aged and for Children

S.D.S.W. Regulation Boarding Homes No. 10 is hereby rescinded, effective
1-1-46.

Under the provisions of Chapter 1418, Statutes 1945, nursing and convalescent homes are under the licensing jurisdiction of the State Department of Public Health.

Definition

For the purpose of determining which homes for aged and for children are to be transferred to the State Department of Public Health, nursing and convalescent homes are defined as homes which admit one or more bed patients for care.

The admission policy of the home is the determining factor in classification of nursing and convalescent homes. Homes admitting both bed patients and ambulatory persons will be classified as nursing homes. Homes which do not admit bed patients will not be classified as nursing homes even though, as time elapses, bed cases may develop.

Procedure for referral to the State Department of Public Health

Accredited and inspection agencies should prepare a list of aged and children's boarding homes which admit bed patients. Lists should be submitted in duplicate at the earliest possible date to the State Department of Social Welfare for referral to the State Department of Public Health. The following information, if readily available, should be given for each home listed: name, address, capacity or population, and number of bed patients.

Case records of homes listed for referral to the State Department of Public Health may be closed even though a license is currently in effect. It is not necessary to request return of a license to the accredited or inspection agency.

Very sincerely yours,

Charles M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

MAIN OFFICE
SACRAMENTO
616 K STREET

Earl Warren
Governor

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MRS. BERNICE H. CHIPMAN
1100 UNION STREET
SAN FRANCISCO

JOHN C. CUNEO
922 J STREET
MODESTO

GERALD C. KEPPLER
135 NORTH BRIGHT AVENUE
WHITTIER

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14
February 4, 1946

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations
made by the State Department of Social Welfare.

MANUAL LETTER NO. 90

These are emergency regulations effective immediately.

These regulations are filed in accordance with Section 11381
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

366:b5
Attachments

RECEIVED
SACRAMENTO, CALIF.

1946 FEB 5 AM 9 28

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

as a Regulation (or as
ions) of the

Dept. of Social Welfare
(Name of State Agency)

W. H. Blumberg
(Signature)

Director
(Title)

2/4/46
(Date)

MAIN OFFICE
616 K Street
Sacramento

LOS ANGELES OFFICE
Washington Building
311 South Spring Street

SAN FRANCISCO OFFICE
David Hewes Building
995 Market Street

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
February 1, 1946

FILED

In the office of the Secretary of State
of the State of California

FEB 5 - 1946

FRANK M. JORDAN, Secretary of State

By *Robert V. Jordan*
Assistant Secretary of State

1297

MANUAL LETTER NO. 90

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapters. Revision numbers are listed for the chapters as follows:

Personal Property	Revisions 64 and 65
Income	Revision 42
Institution Inmates	Revision 43
Investigation and Decision	Revisions 105 thru 107
Fair Hearing	Revisions 22 thru 25
Continuing Services	Revisions 111 thru 113
Financial Procedures	Revisions 165 thru 187

These revisions were approved by the Social Welfare Board on January 24, 1946.

Sections 141-00 and 141-05, Types of Personal Property, and Sec. 151-60, Income from Annuities, Pensions, Compensation, Trust Funds, etc., now provide that non-recurrent lump sum payments received by the recipient and/or his spouse from retirement systems of which he or she was a former member are personal property. Such non-recurrent lump sum payments have been previously interpreted by the SDSW to be personal property, but specific policy has not heretofore been incorporated in the manual.

Sec. 165-15, Basis for State Payment--County Institutional Claim Under W&IC, Secs. 2160.7 and 3044.1, now specifies that board of supervisors action requesting the subvention shall be taken in the first month for which claim is to be made if possible.

Sec. 233-35, Verification of Old Age and Survivors Insurance, has been revised to include a few changes in procedural instructions in regard to obtaining information from the Bureau of Old-Age and Survivors Insurance. Note that public assistance agencies no longer need to secure a signed statement from the individual when requesting information concerning his benefit status from the Bureau of Old-Age and Survivors Insurance. However, it is expected that the social agency will interpret to the individual the necessity for the information and the fact that it will be requested.

Sec. 330-99, Forms Used in Fair Hearing Procedures, has been revised and the old Sec. 330-99 should be replaced by the two attached pages.

Sec. 361-30, Suspension Procedure, as revised eliminates the necessity of a second suspension action by the board of supervisors when it is necessary to withhold delivery of a second warrant under the suspension procedure.

In Sec. 363-05, Recording On Top of Form and Section 1 of Notice of Change, ANC, the instructions for completion of Notice of Change (Form CA 232) have been clarified to provide that, under the suspension procedure, when aid continues but payments for one or more months are cancelled, it is not necessary to fill in any information under Columns 1, 2, 3, 4, 5, or 6 under Sec. 1 of Form CA 232. In this instance, when aid continues but one or more warrants are cancelled under the suspension procedure through the provisions of Sec. 361-33, Cancellation of Warrants for Months During Which Recipient Was Ineligible Under Suspension of Grant Procedure, it is not necessary for the board of supervisors to discontinue aid and to subsequently restore aid since the authorization has been continuously in effect and, therefore, aid is not discontinued by a cancelled payment.

Sec. 610-20, Time of Payment, now provides that when the delivery date of a warrant is other than the date of issuance shown on the warrant the date of delivery shall be shown either on the warrant or on a separate record which shall be available for inspection by the State Department of Social Welfare.

Sec. 610-40, Recipient of Payment, reiterates the policy whereby payments of aid shall be made directly to the grantee or authorized payee, except under certain conditions following death when the provisions of Sec. 611-00, Payment When Grantee Dies, and 611-10, Payments When Child Dies, shall be followed.

Sec. 611-00, Payment When Grantee Dies, is a restatement of policies regarding payment when grantee dies. This restatement is a result of recent California State Supreme Court decisions.

Sec. 611-50, Beginning Date of Aid--New Applications, now includes the provision that when an OAS application is signed within 60 days prior to the date on which the applicant will become 65 years of age, the beginning date of aid shall not be prior to the date on which the applicant became 65 years old.

Sec. 626-40, Submission of Aid Claims, has been amended to provide for submission of claims to the SDSW by the tenth day of the subsequent month when the signature of the chairman of the board of supervisors is delayed.

Sec. 629-99, County Aid Claims Forms, has been revised and is replaced in its entirety by the pages attached.

The State Department of Social Welfare has received notification from the State Board of Equalization that sales tax is not collectible on the subscription service provided purchasers of the Manual. Therefore, the following deletion should be made in Manual Section 102-77, Sale of Rules and Regulations by the SDSW:

DELETE the words "plus sales tax" in the sixth line of Sec. 102-77.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

141-00 (Continued)

141-00

6. Proceeds received by recipients from the following sources:
 - a. Payments received because of judgments or nonrecurring lump sum payments received because of compensation laws; (SEE SEC. 146-05, JUDGMENTS AND COMPENSATION AS PERSONAL PROPERTY.)
 - b. Personal property received through inheritance, either by will or succession; (SEE SEC. 132-52, UNDISTRIBUTED ESTATES, AND 144-10, DETERMINATION OF PERSONAL PROPERTY VALUE OF UNDISTRIBUTED ESTATES.)
 - c. Cash received in a lump sum by the insured from the surrender or maturing of insurance policies;
 - d. Cash received by the recipient as beneficiary of an insurance policy or policies carried by the deceased spouse, including OASI lump sum death payments received by the recipient as spouse of an insured worker.
 - e. Nonrecurrent lump sum payments received by the recipient and/or his spouse from retirement or pension systems of which he or she was a former member; for example, State Employees Retirement System, Federal Employees Retirement Fund under the U. S. Civil Service Commission, retirement plans of private corporations, etc.
7. Proceeds resulting from conversion of property;
 - a. The return, exclusive of interest, dividends, etc., resulting from the sale of real or personal property;
 - b. The proceeds resulting from the sale of an entire holding of livestock, poultry, etc.; (SEE SEC. 146-00, CONVERSION OF PROPERTY.)
8. The lessee's interest in lease of real property for a period of years;
9. An heir's interest in an undistributed estate only when the property in the undistributed estate is in fact personal property and is available to the recipient prior to distribution;
10. A trust when the property is in fact available in whole or in part.

The fact that the personal property is held in another state or country is not occasion for disregarding it when determining eligibility. (W&IC 2140, 2163, 2163.1, 2163.2, 2163.6, 3047, 3075, 3447, 3460)

141-05 TYPES OF PERSONAL PROPERTY ANC

141-05

Personal property considered in determining eligibility in ANC is restricted to cash and securities. Cash includes commercial or savings accounts, postal savings, and building and loan accounts. Securities include current net cash surrender value of insurance and market value of stocks, bonds (SEE SEC. 143-55 DETERMINATION OF VALUE OF STOCKS AND BONDS), notes, mortgages, deeds of trust, etc. Securities also include an heir's interest in an undistributed estate when the property in the undistributed estate is in fact cash and/or securities and is available to the recipient prior to the distribution.

(Section Continued on Next Page)

141-00 TYPES OF PERSONAL PROPERTY
OAS, ANB, APSB

141-00

All property which is not real property is personal property. The following types of holding shall be considered when determining the value of the applicant's personal property.

1. Cash on hand, in a bank, in postal savings, or in a safe deposit box, stocks (for exception of water stock in ANC and OAS, see Sec. 143-55, Determination of Value of Stocks and Bonds), bonds, notes, mortgages, deeds of trust, livestock and fowl, farm or other implements, vehicles, jewelry and other items of similar character;

In ANB and APSB household goods are considered personal property;

In OAS personal property shall not include personal effects of the applicant or recipient. Personal effects include clothing, furniture, household equipment, foodstuffs, and fuel, but do not include jewelry and items of similar character of a net value in excess of \$200. Clothing, furniture, household equipment, foodstuffs, and fuel used primarily for commercial purposes or profit and not customarily used by the recipient and his immediate family are considered personal property. It is the presumption which may be refuted that the furniture in the home of the applicant or recipient is not personal property;

In OAS the term personal property shall not include interment plots as defined in Section 7022 of the Health and Safety Code (see Glossary-Interment plot) nor money placed in trust or insurance for funeral or interment expenses or similar purposes, nor to any contract rights connected therewith, if such money, insurance, or contract rights do not exceed \$500 in value; (SEE SECS. 143-83, DISTINCTION BETWEEN EXEMPT AND NON-EXEMPT INSURANCE AS PERSONAL PROPERTY, AND 144-08, DETERMINATION OF VALUE OF TRUST FUNDS.) (W&IC 2140, 2163.6)

2. The net cash surrender value of any life insurance policy on the life of the applicant or recipient of less than five years' standing;
3. The net cash surrender value of that portion of a life insurance policy or policies on the life of the applicant or recipient in effect five years or more which exceeds a net value at maturity of \$1,000; (SEE SEC. 143-82, DEFINITION OF INSURANCE TERMS.)
4. Dividends on insurance policies left on deposit with the company and available to the applicant upon demand;
5. The value of a commercial or other business enterprise;

(Section Continued on Next Page)

141-10 OWNERSHIP OF PERSONAL PROPERTY DEFINED
OAS, ANB, APSB, ANC

141-10

The term "owner" includes all persons who hold title either legal or equitable to personal property, regardless of its location. In OAS, ANB, and APSB it also includes the vendor (i.e., the seller) and the vendee (i.e., the buyer) of personal property under a conditional sales contract.

Personal property is considered to be owned if it is held under any of the following conditions:

1. Clear of all indebtedness;
2. Subject to a mortgage, or other obligation against it, or if it has been placed as collateral;
3. Subject to purchase from another party under a conditional sales contract;
4. Subject to sale to another party under a conditional sales contract;
5. In an undistributed estate when the property is in fact available prior to distribution of the estate. (SEE SEC. 144-10, DETERMINATION OF PERSONAL PROPERTY VALUE OF UNDISTRIBUTED ESTATES.)
6. In a trust when the property is in fact available in whole or in part. (SEE SEC. 144-08, DETERMINATION OF VALUE OF TRUST FUNDS.)

Personal property may be owned:

1. As separate property;
2. As community property;
3. In joint tenancy;
4. In tenancy in common;
5. In a partnership;
6. By a corporation. (W&IC 1521, 1560, 2140, 2163, 2163.1, 2163.2, 2163.4, 2163.5, 2163.7, 3047, 3075, 3447, 3460)

141-15 DETERMINATION OF OWNERSHIP OF PERSONAL PROPERTY
OAS, ANB, APSB, ANC

141-15

In OAS, ANB, and APSB ownership of all personal property shall be established as the first step in determining that the value of personal property holdings is within the limitation for the respective category of aid.

In ANC only ownership of cash, securities and insurance policies shall be established.

The county assessor's or tax collector's rolls may contain information regarding ownership of personal property; however, not all personal property is subject to taxation and those records do not necessarily reveal all of the personal property owned. (W&IC 1560, 2140, 3075, 3460)

141-05 (Continued)

141-05

The following shall be considered as personal property immediately upon receipt and thereafter:

1. Cash received in a lump sum from the surrender or maturing of insurance policies owned by parents or children;
2. Cash received as beneficiary of an insurance policy carried by a deceased spouse, including OASI lump sum death payments received by the recipient as spouse of an insured worker;
3. Payments received because of judgments or nonrecurring lump sum payments received because of compensation laws;
4. Cash or securities received by inheritance, either by will or by succession; (SEE SECS. 132-52, UNDISTRIBUTED ESTATES, AND 144-10, DETERMINATION OF PERSONAL PROPERTY VALUE OF UNDISTRIBUTED ESTATES.)
5. Nonrecurrent lump sum payments received by the recipient and/or his spouse from retirement or pension systems of which he or she was a former member; for example, State Employees Retirement System, Federal Employees Retirement Fund under the U.S. Civil Service Commission, retirement plans of private corporations, etc.
6. Proceeds, exclusive of interest, from the conversion of personal property, such as the sale of stocks or bonds, or the sale of real property;
7. The proceeds resulting from the sale of an entire holding of livestock, poultry, etc.; (SEE SEC. 146-00, CONVERSION OF PROPERTY.)
8. An heir's share of any estate, which share has been distributed and of which he has present economic use;
9. A trust when the property is in fact available in whole or in part.

The fact that the personal property is held in another state or country is not occasion for disregarding it when determining eligibility.

Monies received from any of the following sources shall be considered as income for the month received. The amount which remains from any such income as of the first of the following month shall be considered as personal property subject to the limitations of the law.

1. Proceeds from farm crops;
2. Commissions;
3. Regular periodic compensation payments both industrial and unemployment;
4. Annual rentals for farm lands;
5. Earnings of personal property such as interest or dividends;
6. Cash received by eligible children as beneficiaries of an insurance policy, or by parents, except when such parent is a beneficiary of a spouse's insurance policy. (W&IC 1521, 1560)

151-60 INCOME FROM ANNUITIES, PENSIONS, COMPENSATION, TRUST
FUNDS, ETC.
OAS, ANB, APSB, ANC

151-60

Monies received from the following sources constitute income in the month received: (This list is not necessarily all-inclusive.)

1. Annuities;
2. Pensions (civil and military) regularly received, including allowances to dependents of servicemen, except for cash received in a non-current lump sum from retirement or pension systems (State Employees Retirement System, Federal Employees Retirement Fund under the U.S. Civil Service Commission, retirement plans of private corporations, etc.);
3. Benefacts from industrial concerns, unions or lodges;
4. Old Age and Survivors Insurance, except for nonrecurrent lump sum payments;
5. Industrial compensation payments except when the full award is made in a single payment. (A single payment in satisfaction of the full award is personal property.);
6. Unemployment compensation payments;
7. Trust funds;
8. In OAS, ANB, and APSB, services or care received under an enforceable contract.

(SEE SECS. 141-00 AND 141-05, TYPES OF PERSONAL PROPERTY.)

For methods of verifying UI and OASI see Secs. 233-30, Verification of Unemployment Insurance, and 233-35, Verification of Old Age and Survivors Insurance. (W&IC 1511, 1560, 2020, 2140, 3075, 3084, 3460, 3472)

151-65 INCOME FROM SERVICEMEN'S DEPENDENTS ALLOWANCE ACT
OAS, ANB, APSB, ANC

151-65

Servicemen's dependents allowances are considered income. Dependent upon the family need (or evidence of the intent of the serviceman) servicemen's dependents allowances may be allocated to best meet the needs of the family group. The case record shall show what allocation was made and the reason. The spouse of a recipient may apply to his or her own support and the support of his dependent children such of the income from servicemen's dependents allowances as is necessary before applying the remainder, if any, to the support of the recipient. When a serviceman's allowance is received by either of a couple, the spouse (unless otherwise stipulated by the serviceman) may be allotted as much thereof as is necessary for his or her own support. (W&IC 2003, 2020, 2140, 2142.5, 3075, 3084, 3460, 3472)

Since a mother in ANC is responsible for the support of her children from any income she receives, an allowance paid for her benefit must be considered as income to the family budget unit. An allowance received for the benefit of a specific child or children in a family group is considered specifically for the support of such child or children. (W&IC 1511, 1560)

151-50 NET INCOME FROM WAGES, SALARIES AND COMMISSIONS
OAS, ANB, APSB

151-50

The net income from wages, salaries or commissions paid for services rendered by a recipient is that amount which remains after all obligatory and mandatory deductions are made and after allowing for the expense incurred incident to the securing and retention of the employment. Such expenses may include:

1. Personal income withholding taxes.
2. Social security taxes (unemployment insurance, old age and survivor's insurance, etc.).
3. Food--The reasonable cost of lunches or other meals necessarily purchased away from home due to employment.
4. Clothing--The cost of purchase of suitable clothing for employment. Although purchase of new clothing may not be necessary, employment may result in increased cost of clothing replacement.
5. Laundry and Cleaning Service--The cost of laundry and cleaning service if necessary because of employment.
6. Transportation--Cost of transportation incident to employment.
7. Union Dues--If union dues are paid.
8. Equipment--This may include the cost of tools necessary to the employment, the cost of camp tents, camp stoves, etc., if necessary because of employment away from home.

The case record shall show the method used in verifying the gross income. Those items which are deducted from the gross shall be clearly set forth so that the method by which the net income is computed is clearly indicated.

Monies paid to a recipient on the order of the State Labor Commissioner or as the result of court action and which represent delayed payment of wages for past services rendered shall be considered income in the month received. (SEE SEC. 146-05, JUDGMENTS AND COMPENSATION AS PERSONAL PROPERTY.) (W&IC 2140, 3075, 3460)

In OAS and ANB, net income which is determined to be casual income shall be disregarded when determining the grant of aid. (SEE SECS. 150-40, DEFINITION OF CASUAL INCOME AND INCONSEQUENTIAL RESOURCES, AND 153-80, ALLOCATION OF INCOME TO SPOUSE.) (W&IC 2020, 3084)

In OAS, income from work which falls within the definition of agricultural labor as set forth in Sec. 151-93, Definition of Agricultural Labor, may or may not affect the amount of the current grant of those recipients who receive an aid payment in July, 1943. (SEE SEC. 151-95, INCOME FROM AGRICULTURAL LABOR.) (W&IC 2140)

165-05 DEFINITION OF COUNTY INSTITUTION UNDER W&IC, SECS. 2160.7
AND 3044.1
OAS, ANB

165-05

A county institution, as the term is used in W&IC Secs. 2160.7 and 3044.1, is an institution established and maintained by a county for the purpose of rendering medical or surgical care to the sick or wounded or where the infirm are given shelter and maintenance. (W&IC 2140, 2160.7, 3044.1, 3075)

165-15 BASIS FOR STATE PAYMENT--COUNTY INSTITUTIONAL CLAIM UNDER
W&IC, SECS. 2160.7 AND 3044.1
OAS, ANB

165-15

The State's payment for medical, hospital, or infirmary care rendered in a county institution shall not exceed the amount of the State's participation in the amount of aid the person was receiving when admitted to the institution. (SEE SEC. 627-25, COUNTY INSTITUTIONAL CLAIM UNDER W&IC SECS. 2160.7 AND 3044.1.) (W&IC 2160.7, 3044.1)

EXAMPLE A: UPON ADMISSION TO THE COUNTY INSTITUTION THE ANB RECIPIENT'S GRANT WAS \$26 A MONTH AS HE WAS RECEIVING BOARD AND ROOM IN HIS DAUGHTER'S HOME. THE CLAIM FOR STATE SUBVENTION SHALL BE MADE ON THE BASIS OF A \$26 MONTHLY ANB GRANT.

EXAMPLE B: WHEN ADMITTED TO THE COUNTY INSTITUTION THE OAS RECIPIENT'S GRANT WAS \$48 AS \$4, THE VALUE OF OCCUPANCY OF HIS OWN HOME, WAS DEDUCTED FROM TOTAL NEED OF \$52. THE CLAIM FOR STATE SUBVENTION SHALL BE MADE ON THE BASIS OF A \$48 MONTHLY OAS GRANT.

In all cases where payment to the county for institutional care is to be claimed, the county board of supervisors shall take action requesting such payment in the first month for which the claim is being made if possible. (SEE SEC. 362-48, REPORTING PAYMENT TO COUNTY FOR INSTITUTIONAL CARE ON NOTICE OR CHANGE, SECTION III)

There shall be no overlapping of payment to the county for institutional care and payment of aid to the individual. If upon release from the county institution the former recipient is eligible for restoration, aid should be restored for the balance of the month in which he is not in the institution. (SEE SEC. 215-00, RESTORATION OF AID.) When aid is restored as of the date the former recipient leaves the county institution, claim for the institutional subvention shall terminate as of the preceeding day. (W&IC 2140, 2160E, 2160.6, 3044, 3075; AGO NS5350)

EXAMPLE C: A FORMER RECIPIENT OF OAS OR ANB LEAVES COUNTY INSTITUTION MARCH 15 AND AID IS RESTORED EFFECTIVE ON THAT DATE. MARCH 14 IS THE LAST DAY FOR WHICH THE INSTITUTIONAL SUBVENTION IS PAYABLE.

A former recipient for whose care the institutional subvention is paid may die before the end of the particular month. Claim for the institutional subvention in such case shall be based upon the full month. (W&IC 2140, 3075; AGO NS5350) (SEE SEC. 165-00, PAYMENT TO COUNTY UNDER W&IC, SECS. 2160.7 AND 3044.1, 165-05, DEFINITION OF COUNTY INSTITUTION UNDER W&IC SECS. 2160.7 AND 3044.1, 362-48, REPORTING PAYMENT TO COUNTY FOR INSTITUTIONAL CARE ON NOTICE OR CHANGE, SECTION III; AND 627-25, COUNTY INSTITUTIONAL CLAIM UNDER W&IC SECS. 2160.7 AND 3044.1)

164-30 ELIGIBILITY UPON ADMISSION TO STATE HOSPITALS
OAS, ANB, APSB

164-30

Court commitment to a State institution constitutes permanent confinement in that institution and therefore aid shall be discontinued as of the last day of the month in which the recipient enters the institution. (SEE SEC. 162-05, ELIGIBILITY OF PUBLIC INSTITUTION INMATES.)

Aid may be continued for recipients of OAS, ANB and APSB who are admitted to a State hospital for a temporary period. The probable duration of confinement must be ascertained at the time of admission, and the regular rules with respect to continuance of aid during temporary hospitalization apply. (SEE SEC. 164-10, ELIGIBILITY DURING HOSPITALIZATION.) (W&IC 2140, 2160E, 3044, 3075, 3444, 3460)

165-00 PAYMENT TO COUNTY UNDER W&IC SECS. 2160.7 AND 3044.1
OAS, ANB

165-00

A claim for payment to the county for medical, hospital or infirmary care rendered a former recipient of OAS or ANB in a county institution at county expense may be made when all of the following conditions are met. (SEE SEC. 165-05, DEFINITION OF COUNTY INSTITUTION UNDER W&IC SEC. 2160.7 AND 3044.1.)

1. The individual was eligible to and was receiving aid on the date of admission. In ANB the recipient must have entered the hospital subsequent to September 14, 1945.
2. The individual has been confined in the institution for two calendar months and payment of aid to him has terminated. (SEE SEC. 164-10, ELIGIBILITY DURING HOSPITALIZATION.)
3. There is on file in the county the certification of the superintendent or other official of the institution that the former recipient received care in the institution during all or a part of each month for which a claim is filed.

When the individual for whom a claim is made is receiving medical, hospital or infirmary care in a county institution other than an institution owned and operated by the county of residence, there shall be evidence to establish that the county of residence is paying the county rendering the service for such care. (W&IC 2140, 2160.7, 3075, 3044.1; AGO NS3740) (SEE SEC. 165-05, DEFINITION OF COUNTY INSTITUTION UNDER W&IC SECS. 2160.7 AND 3044.1, 165-15 BASIS FOR STATE PAYMENT--COUNTY INSTITUTIONAL CLAIM UNDER W&IC SECS. 2160.7 AND 3044.1, 362-48 REPORTING PAYMENT TO COUNTY FOR INSTITUTIONAL CARE ON NOTICE OF CHANGE, SECTION III, 627-25 COUNTY INSTITUTIONAL CLAIM UNDER W&IC SECS. 2160.7 AND 3044.1.)

233-35 VERIFICATION OF OLD AGE AND SURVIVORS INSURANCE
OAS, ANB, APSB, ANC

233-35

The applicant or recipient or in ANC the parent or person in loco parentis is the primary source of verification of receipt of OASI since ordinarily the individual can show his award certificate or notice of disallowance which is received after his claim has been acted upon. Further information from the Bureau of OASI should be necessary only in a limited number of cases and should be requested only when the county welfare agency is unable to secure satisfactory information from the claimant.

When the county welfare agency learns that a claim for OASI has been filed but the claimant cannot produce his award certificate or disallowance letter or other satisfactory evidence about the status of his claim, the welfare agency may submit a request for information about it. In this instance the welfare agency should fill out Form DPA 1, Request for Federal Old Age and Survivors Insurance Information (Revised January, 1946) in quadruplicate and send the original and two copies to the local field office of the Bureau of OASI of the SSB which serves the territory in which the individual lives. One copy should be retained in the case record. If a claim has been acted upon, the appropriate part of the form will be filled in, and one copy returned to the county welfare agency. If a claim has been filed but not acted upon, a notation to that effect will be entered on a carbon copy of the form and it will be returned. The field office will notify the agency later of the final action on the claim.

When the county welfare agency finds it necessary to request the information from the Bureau of OASI, the applicant's or recipient's signed authorization for release of information is not necessary but the necessity for securing the information should be explained to him.

When the county welfare agency learns that an applicant for or recipient of public assistance may be eligible for OASI, he should be referred to the OASI field office servicing the area in which he lives after a careful review of the wage earner's work history has been made in order to avoid the referral of persons who are obviously ineligible. This precaution will result in a saving of the time of the staff of the OASI field office and protect the applicant or recipient from unnecessary effort and rejection.

When the county welfare agency refers an individual to file a claim the agency should give him an original and two copies of Form DPA 1 (Revised January, 1946) to give or send to the field office. If he files a claim, the field office will make a notation to this effect on a copy of the form, return it to the county agency, and will notify the county agency when final action is taken on the claim. If no claim is filed because the person is obviously not entitled to OASI benefits, all copies of the form will be returned to the county agency with an explanation why he is ineligible. If a person is apparently

(Section Continued on Next Page)

233-25 VERIFICATION OF INCOME
OAS, ANB, APSB, ANC

233-25

All income received by an applicant for or recipient of OAS, ANB, APSB, and in ANC by the parent and/or children shall be verified and the net income determined, except for agricultural income of OAS recipients who come within the provisions of Sec. 151-95, Income from Agricultural Labor. The statement of the OAS recipient who has income from agricultural labor as defined in Sec. 151-93, Definition of Agricultural Labor, and who comes within the requirements of Sec. 151-95, is acceptable verification of his earnings from that source. The case record shall show all of the facts which led to the conclusion that the employment is agricultural labor. Verification of the fact that the employment falls within the definition of agricultural labor shall be made when question arises as to the nature of the employment.

In OAS, except for agricultural income, and in ANB, and APSB, the case record shall show the methods used in verifying the gross income and in computing the net income. In ANC, the budget for the family unit shall show how the net income was determined.

The method of verification varies with the type of income. Ordinarily, income should be verified through the most direct source, such as employer, tenant, bank, etc. When employment is irregular and performed for different employers, or when the applicant operates his own business, his own record of his income and/or disbursements may be the only source of verification. He may have in his possession documents which substantiate his statements. (W&IC 1560, 2140, 3075, 3460)

(SEE SECS. 233-30, VERIFICATION OF UNEMPLOYMENT INSURANCE, AND 233-35, VERIFICATION OF OLD AGE AND SURVIVORS INSURANCE.)

233-30 VERIFICATION OF UNEMPLOYMENT INSURANCE
OAS, ANB, APSB, ANC

233-30

The applicant or recipient or in ANC the parent or person in loco parentis is the primary source of information as to the UI payment. Documents in the person's possession can usually establish whether he is receiving these benefits. (SEE SEC. 151-60, INCOME FROM ANNUITIES, PENSIONS, COMPENSATION, TRUST FUNDS, ETC.)

When satisfactory information cannot be secured in this way, and the person's employment record indicates he may be receiving or may be eligible to receive UI, he may be requested to make inquiry at the local UI office in order to clarify the question. (W&IC 1560, 2140, 3075, 3460)

233-40 VERIFICATION OF FAMILY ALLOWANCES FOR DEPENDENTS OF SERVICEMEN 233-40
OAS, ANB, APSB, ANC

The applicant or recipient is the primary source of information concerning the receipt and the amount of allowances from servicemen (SEE SECS. 460-00 THROUGH 460-60 FOR INFORMATION REGARDING THE PROVISIONS OF THE SERVICEMEN'S DEPENDENTS ALLOWANCE ACT).

Since the Office of Dependency Benefits has consistently maintained that its relationship is solely with servicemen and their dependents, public assistance agencies should not write the ODB about particular case situations except as a last resort. See Sec. 460-35, Offices of Army, Navy, Marine Corps and Coast Guard Administering Servicemen's Dependents Allowance Act, for address of the Army, Coast Guard, Marine, and Navy agencies where dependents should write for information. When the family, recipient, or applicant cannot prepare the inquiry, necessary assistance should be given in its preparation, but the agency should not be identified with the inquiry. It should be made clear to the family, applicant or recipient that letters of inquiry to the ODB should include the serial number of the serviceman and other known identifying information (such as application number, rank of the serviceman and his present address, etc.) since all correspondence relating to allowances is filed by serial number. Omission of identifying information will result in delaying a reply, and in many cases, make a reply impossible.

Public Assistance payments made to families or individuals are not considered in determining the type or the amount of a dependency allowance by the ODB. (SEE SECS. 152-50, CONTRIBUTIONS FROM LEGALLY RESPONSIBLE RELATIVES AS INCOME, AND 153-80, ALLOCATION OF INCOME TO SPOUSE, FOR POLICIES REGARDING ALLOCATION OF DEPENDENCY ALLOWANCES AS INCOME.) (W&IC 1560, 2140, 3075, 3460; FSSB)

233-45 VERIFICATION OF RAILROAD RETIREMENT ANNUITIES OR BENEFITS 233-45
OAS, ANB, APSB, ANC

Information regarding the amount of retirement annuity granted a retired or totally disabled railroad employee or the amount of benefits paid to his beneficiary may be secured from the Railroad Retirement Board, 844 Rush Street, Chicago, Illinois, when the applicant does not have letters in his possession which establish the amount of his annuity or benefits.

The former employee, his guardian or his beneficiary shall be required to authorize the release of such information by signing the authorization for Financial Investigation (Form Ag, B1, CA 228) and indicating his RRB file number. The signature shall be witnessed by two persons who know the employee. Their full addresses shall be included. The original Form Ag, B1, CA 228, is sent to the Director of Retirement Claims of the RRB, accompanied by a letter requesting the desired information and giving the reason for the request.

Questions which arise regarding eligibility for annuities or benefits, and applications for same, may be filed in the local district office of the RRB. (W&IC 1560, 2140, 3075, 3460)

233-35 (Continued)

233-35

eligible for OASI benefits but does not wish to file a claim, all copies of the form will be returned to the county agency with a statement regarding his apparent eligibility and unwillingness to file a claim.

When the field office of the Bureau of OASI of the SSB has information that a person receiving OASI benefits is also receiving OAS, ANB, or ANC and there is a doubt that the county welfare agency knows about the receipt of the OASI benefits, the county welfare agency will be notified.

In rural areas where traveling distance to the field office is not convenient for referral, the FSSB has arranged for an "itinerant service." The county should communicate with the OASI field office to obtain a schedule of this service and to make necessary arrangements for recipients or applicants, presumptively eligible for insurance payments, to be interviewed by a representative of the field office at such itinerant station. When possible, the county should furnish the field office with a list of the names and addresses and social security number and name of the insured if the prospective claimant is other than the worker under whose account benefits may be payable. The OASI field office in cooperation with the county will set a time and place available for interview convenient to all. The place selected may be the county office if the field office has no other quarters available in the vicinity.

In order that the Form DPA 1 shall be forwarded to the local field office only when presumptive eligibility exists, the use of Inquiry Form for Determining Presumptive Eligibility of a Wage Earner for OASI Benefits (Form DPA 2) and Inquiry Form for Determining Eligibility of Other Than a Wage Earner for OASI Benefits (Form DPA 3) is suggested. These are work sheets and are not forwarded to field office of OASI Bureau. Their use by the county is optional when all information covered by them is included in the case record.

The FSSB recommends that each county designate one of its staff as liaison officer between the county and the OASI field office to discuss eligibility problems or questions arising in procedure.

For forms referred to in this section see Sec. 250-99, Forms Used in Investigation Procedure. (W&IC 1560, 2140, 3075, 3460; FSSB)

250-99 (Continued)

250-99

FORM DPA-2
 FORM DPA-2--APRIL, 1940
 STATE OF CALIFORNIA
 DEPARTMENT OF SOCIAL WELFARE

INQUIRY FORM
 FOR DETERMINING PRESUMPTIVE ELIGIBILITY OF A WAGE-EARNER FOR D.A.S.I. BENEFITS

1. NAME JOHN DOE 00000
 SOCIAL SECURITY ACCOUNT NUMBER
 ADDRESS OF APPLICANT 2000 A STREET, SACRAMENTO, CALIFORNIA
2. DATE OF BIRTH--MONTH APRIL DAY 15 YEAR 1876
 PLACE MILPITAS SANTA CLARA CALIFORNIA USA
 CITY OR TOWN COUNTY STATE COUNTRY
3. *RECORD OF EMPLOYMENT SINCE DECEMBER 31, 1936

NAME OF EMPLOYER	ADDRESS OF EMPLOYER	FROM		TO	
		MONTH	YEAR	MONTH	YEAR
ABC MANUFACTURING CO.	FRONT ST., SACRAMENTO, CALIFORNIA	JULY	1940	FEB.	1944
CALIFORNIA BREAD CO.	1015 MARKET ST., OAKLAND, CALIFORNIA	JANUARY	1939	JULY	1940

4. IF MARRIED, STATE YOUR WIFE'S MAIDEN NAME, AGE, AND DATE OF BIRTH, OR YOUR HUSBAND'S NAME, AGE AND DATE OF BIRTH:

NAME MARY BROWN AGE 65 DATE OF BIRTH 12/4/1878

5. HAVE YOU ANY CHILDREN, INCLUDING STEPCHILDREN AND LEGALLY ADOPTED CHILDREN, UNDER 18 YEARS OF AGE UNMARRIED? NO
 YES OR NO

IF SO, HOW MANY? _____

6. HAVE YOU PREVIOUSLY FILED AN APPLICATION FOR ANY BENEFITS UNDER TITLE II OF THE SOCIAL SECURITY ACT?

YES
 YES OR NO

IF SO, STATE THE NAME UNDER WHICH THE APPLICATION WAS FILED, THE APPROXIMATE DATE FILED, AND THE PLACE WHERE FILED:

JOHN DOE 10/11/42 SACRAMENTO CALIFORNIA
 NAME DATE APPLICATION FILED CITY STATE

*A WAGE-EARNER ATTAINING AGE 65 BEFORE JULY 1, 1940, MAY QUALIFY FOR MONTHLY BENEFITS UPON ACQUIRING SIX QUARTERS OF COVERAGE. HOWEVER, IF HE ATTAINED AGE 65 PRIOR TO JANUARY 1, 1937, REMUNERATION PAID TO HIM PRIOR TO JANUARY 1, 1939, IS NOT COUNTED TOWARD BENEFITS, AND NO QUARTER OF COVERAGE CAN BE ACQUIRED DURING THIS PERIOD. THEREFORE, ONLY THE EMPLOYERS FOR WHOM HE WORKED ON AND AFTER JANUARY 1, 1939, SHOULD BE INCLUDED.

IF THE WAGE-EARNER ATTAINED AGE 65, IN 1937 OR 1938, REMUNERATION PAID TO HIM SUBSEQUENT TO ATTAINMENT OF AGE 65 AND PRIOR TO JANUARY 1, 1939, IS NOT WAGES AND IS NOT COUNTED TOWARD BENEFITS. THEREFORE, NAMES OF EMPLOYERS FOR THE PERIOD BETWEEN THE WAGE-EARNER'S SIXTY-FIFTH BIRTHDAY AND JANUARY 1, 1939, SHOULD NOT BE INCLUDED.

(Section Continued on Next Page)

250-99 (Continued)

250-99

STATE OF CALIFORNIA

FORM DPA-1

DEPARTMENT OF SOCIAL WELFARE

REQUEST FOR FEDERAL OLD-AGE AND SURVIVORS INSURANCE
INFORMATION

JOHN BROWN

1234567

(NAME OF WAGE EARNER)

(ACCOUNT NUMBER)

MARY BROWN

WIDOW

(NAME OF CLAIMANT, IF OTHER THAN WAGE EARNER)

(RELATIONSHIP)

600 K STREET, SACRAMENTO, CALIFORNIA

(ADDRESS)

DIRECTOR, BUREAU OF OLD-AGE AND SURVIVORS INSURANCE

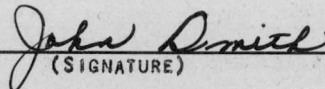
SEPTEMBER 6, 1944

(DATE)

ATTENTION: MANAGER

THE ABOVE-NAMED PERSON IS UNABLE TO PRODUCE A COPY OF AN AWARD OR DISALLOWANCE LETTER FROM THE SOCIAL SECURITY BOARD WITH REFERENCE TO A CLAIM FOR BENEFITS UNDER TITLE II OF THE SOCIAL SECURITY ACT, AS AMENDED.

IT IS REQUESTED THAT INFORMATION AVAILABLE FROM YOUR RECORDS, REGARDING THE ENTITLEMENT OF THE ABOVE-NAMED PERSON TO OLD-AGE AND SURVIVORS INSURANCE BENEFITS, BE FURNISHED THIS OFFICE. THE INFORMATION REQUESTED HEREIN IS REQUIRED FOR USE IN DETERMINING THIS PERSON'S NEEDS. THE INFORMATION WILL BE USED ONLY FOR THE PURPOSE STATED AND WILL NOT BE DISCLOSED TO ANY OTHER ORGANIZATION OR INDIVIDUAL, EXCEPT IN ACCORDANCE WITH EXPRESSED REGULATIONS OR INSTRUCTIONS OF THE SOCIAL SECURITY BOARD OR AS PROVIDED IN THE BOARD-APPROVED STATE PUBLIC ASSISTANCE PLAN.



(SIGNATURE)

PUBLIC ASSISTANCE WORKER

(TITLE)

SACRAMENTO COUNTY WELFARE DEPARTMENT

(NAME OF ORGANIZATION)

SACRAMENTO

(CITY)

CALIFORNIA

(STATE)

SOCIAL SECURITY BOARD REPORT

(NAME AND ADDRESS OF AGENCY)

DATE

THE RECORDS OF THIS BUREAU DISCLOSE THE FOLLOWING:

WAGE EARNER'S ACCOUNT NO.

DATE OF AWARD

NAME OF BENEFICIARY

TYPE OF MONTHLY BENEFIT

AMOUNT OF MONTHLY BENEFIT

MONTH OF ENTITLEMENT

INITIAL PAYMENT

EXPLANATION OF ANY NECESSARY DEDUCTIONS

DATE OF BIRTH, IF AGE 65 OR OVER

AMOUNT OF LUMP-SUM DEATH PAYMENT

DISALLOWED

REASON

(DATE)

DIRECTOR, BUREAU OF OLD-AGE AND SURVIVORS INSURANCE

BY

(TITLE)

FORM DPA-1 (REVISED)

(Section Continued on Next Page)

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

_____, CALIFORNIA

_____, 19

STATE DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO (14), CALIFORNIA

GENTLEMEN:

I, THE UNDERSIGNED, HEREBY EXPRESS MY WISH TO
WITHDRAW THE APPEAL I HAVE FILED WITH THE STATE DEPART-
MENT OF SOCIAL WELFARE FROM THE ACTION OF THE BOARD OF
SUPERVISORS OF _____ COUNTY IN THE
MATTER OF MY APPLICATION FOR _____.

SIGNATURE _____

FORM GEN M29, APRIL, 1939

FORM GEN M29

FORM DPA 6
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

STATE DEPARTMENT OF SOCIAL WELFARE
APPEAL AS TO RESPONSIBILITY FOR SUPPORT

Alameda vs Alpine
COUNTY OF _____ COUNTY OF _____

APPEAL TO THE
STATE DEPARTMENT
OF SOCIAL WELFARE

IT APPEARING THAT THE RESPONSIBILITY FOR THE SUPPORT
OF John Doe

IS IN DISPUTE BETWEEN THE COUNTY OF Alameda
AND THE COUNTY OF Alpine, THE BOARD OF
SUPERVISORS OF THE SAID COUNTY OF Alameda, IN
CONFORMITY WITH THE PROVISIONS OF SECTION 1528, (2143) 3092, 3463
(CIRCLE THE APPLICABLE SECTION)
OF THE WELFARE AND INSTITUTIONS CODE, STATE OF CALIFORNIA, HEREBY
SUBMITS SAID DISPUTE TO THE STATE DEPARTMENT OF SOCIAL WELFARE FOR
DECISION.

ATTACHED TO THIS APPEAL IS THE SUMMARY OF FACTS UPON
WHICH THIS APPEAL IS BASED.

APPROVED THIS 1st DAY OF November, 1943

BOARD OF SUPERVISORS OF THE COUNTY OF

Alameda

BY _____ (SIGNATURE)
CHAIRMAN, BOARD OF SUPERVISORS

FORM DPA 6

330-99 (Continued)

330-99

330-99

FAIR HEARING

PUBLIC ASSISTANCE PROGRAM

330-99 FORMS USED IN FAIR HEARING PROCEDURES

330-99

FORM DPA 13

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

State No. _____

County No. _____

APPEAL

TO THE

STATE DEPARTMENT OF SOCIAL WELFARE

The Welfare and Institutions Code requires that an appeal to the State Department of Social Welfare for a hearing before the Social Welfare Board shall be made within one year after the action with which the applicant or recipient is dissatisfied (Section 104.5).

* * * *

I, _____, living at
(Name)

(Address)

hereby appeal to the State Department of Social Welfare from the action of the Board of Supervisors of _____ County regarding my application for or receipt of _____ (Aid)

Signed _____ on _____ (Date)

* * * * *

IF YOU DESIRE TO APPEAL, THIS FORM SHOULD BE SIGNED AND RETURNED PROMPTLY TO THE STATE DEPARTMENT OF SOCIAL WELFARE AT:

616 K Street, Sacramento (14), or
Washington Building, 311 South Spring Street, Los Angeles (13), or
Room 702, David Hewes Building, 995 Market Street, San Francisco (3).

FORM DPA 13, NOVEMBER, 1945

(Section Continued on Next Page)

330-99 (Continued)

330-99

FORM DPA 14

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

State No. _____

County No. _____

BASIS OF APPEAL

BEFORE THE SOCIAL WELFARE BOARD

On _____ I, _____,
(Date) (Name)
living at _____,
(Address)
signed an appeal to the State Department of Social Welfare from the action
of the Board of Supervisors of _____ County re-
garding my application for or receipt of _____.
(Aid)
Since a satisfactory adjustment has not been arranged, I now request the
State Department of Social Welfare to schedule my appeal for hearing before
the Social Welfare Board at an early date.

This appeal is made on the basis of the following: _____

Signed _____

Date _____

Additional Information May Be Submitted on Separate Sheet

FORM DPA 14, NOVEMBER, 1945

(Section Continued on Next Page)

330-99 (Continued)

330-99

STATE OF CALIFORNIA	STIPULATIONS IN AN APPEAL TO THE SOCIAL WELFARE BOARD * * * * *	FORM DPA 15 DEPARTMENT OF SOCIAL WELFARE STATE No. <u>SF 100 AG</u> COUNTY No. <u>1234</u>																																								
<p>REGARDING THE APPEAL SIGNED ON <u>DECEMBER 15, 1945</u> BY (DATE)</p> <p><u>JOHN ALLEN</u> LIVING AT (NAME) <u>60 ELEVENTH STREET, SAN FRANCISCO 6, CALIFORNIA</u> (ADDRESS)</p> <p>AGAINST THE ACTION OF <u>SAN FRANCISCO</u> COUNTY IN REGARD (COUNTY)</p> <p>TO <u>OLD AGE SECURITY</u> FROM <u>AUGUST 1, 1945</u> (AID) (DATE)</p> <p>TO <u>NOVEMBER 30, 1945</u> INVESTIGATION HAS BEEN COMPLETED AND WE, THE ABOVE-NAMED PARTIES TO THIS APPEAL, HAVE ARRIVED AT AN AGREEMENT AND NOW STIPULATE TO THE FOLLOWING FACTS:</p> <p>THE APPELLANT WAS ELIGIBLE DURING THE PERIOD INVOLVED AND HAD THE FOLLOWING INCOMES:</p> <table border="0" style="width: 100%;"><thead><tr><th style="text-align: center;">MONTHS</th><th style="text-align: center;">SOURCE</th><th style="text-align: center;">AMOUNT</th></tr></thead><tbody><tr><td><u>AUGUST, 1945</u></td><td><u>EARNINGS</u></td><td><u>\$ 7.25</u></td></tr><tr><td><u>SEPTEMBER, 1945</u></td><td><u>NONE</u></td><td><u>-</u></td></tr><tr><td><u>OCTOBER, 1945</u></td><td><u>EARNINGS</u></td><td><u>9.65</u></td></tr><tr><td><u>NOVEMBER, 1945</u></td><td><u>EARNINGS</u></td><td><u>12.50</u></td></tr></tbody></table> <p>THE COUNTY HAS RECOMPUTED TOTAL NEED AND/OR THE AMOUNT OF AID TO WHICH THE APPELLANT WAS ELIGIBLE AS FOLLOWS:</p> <table border="0" style="width: 100%;"><thead><tr><th style="text-align: center;">MONTHS</th><th style="text-align: center;">TOTAL NEED</th><th style="text-align: center;">INCOME</th><th style="text-align: center;">AID RECEIVED</th><th style="text-align: center;">UNDERPAYMENTS</th></tr></thead><tbody><tr><td><u>AUGUST</u></td><td><u>\$73.46</u></td><td><u>\$ 7.25</u></td><td><u>\$35.00</u></td><td><u>\$15.00</u></td></tr><tr><td><u>SEPTEMBER</u></td><td><u>61.46</u></td><td><u>-</u></td><td><u>35.00</u></td><td><u>15.00</u></td></tr><tr><td><u>OCTOBER</u></td><td><u>54.56</u></td><td><u>9.65</u></td><td><u>35.00</u></td><td><u>9.91</u></td></tr><tr><td><u>NOVEMBER</u></td><td><u>54.56</u></td><td><u>12.50</u></td><td><u>35.00</u></td><td><u>7.06</u></td></tr></tbody></table> <p>SIGNED <u>John Doe</u> SIGNED <u>John Allen</u> (COUNTY REPRESENTATIVE) (APPELLANT)</p> <p>DATE <u>JANUARY 22, 1946</u> DATE <u>JANUARY 21, 1946</u></p> <p>FORM DPA 15, NOVEMBER, 1945</p>			MONTHS	SOURCE	AMOUNT	<u>AUGUST, 1945</u>	<u>EARNINGS</u>	<u>\$ 7.25</u>	<u>SEPTEMBER, 1945</u>	<u>NONE</u>	<u>-</u>	<u>OCTOBER, 1945</u>	<u>EARNINGS</u>	<u>9.65</u>	<u>NOVEMBER, 1945</u>	<u>EARNINGS</u>	<u>12.50</u>	MONTHS	TOTAL NEED	INCOME	AID RECEIVED	UNDERPAYMENTS	<u>AUGUST</u>	<u>\$73.46</u>	<u>\$ 7.25</u>	<u>\$35.00</u>	<u>\$15.00</u>	<u>SEPTEMBER</u>	<u>61.46</u>	<u>-</u>	<u>35.00</u>	<u>15.00</u>	<u>OCTOBER</u>	<u>54.56</u>	<u>9.65</u>	<u>35.00</u>	<u>9.91</u>	<u>NOVEMBER</u>	<u>54.56</u>	<u>12.50</u>	<u>35.00</u>	<u>7.06</u>
MONTHS	SOURCE	AMOUNT																																								
<u>AUGUST, 1945</u>	<u>EARNINGS</u>	<u>\$ 7.25</u>																																								
<u>SEPTEMBER, 1945</u>	<u>NONE</u>	<u>-</u>																																								
<u>OCTOBER, 1945</u>	<u>EARNINGS</u>	<u>9.65</u>																																								
<u>NOVEMBER, 1945</u>	<u>EARNINGS</u>	<u>12.50</u>																																								
MONTHS	TOTAL NEED	INCOME	AID RECEIVED	UNDERPAYMENTS																																						
<u>AUGUST</u>	<u>\$73.46</u>	<u>\$ 7.25</u>	<u>\$35.00</u>	<u>\$15.00</u>																																						
<u>SEPTEMBER</u>	<u>61.46</u>	<u>-</u>	<u>35.00</u>	<u>15.00</u>																																						
<u>OCTOBER</u>	<u>54.56</u>	<u>9.65</u>	<u>35.00</u>	<u>9.91</u>																																						
<u>NOVEMBER</u>	<u>54.56</u>	<u>12.50</u>	<u>35.00</u>	<u>7.06</u>																																						

(Section Continued on Next Page)

361-30 SUSPENSION PROCEDURE
OAS, ANB, APSB, ANC

361-30

The board of supervisors may for cause, and upon instructions to do so by the SDSW, shall cancel, suspend, or revoke aid. (W&IC 2220, 3078.5, 3460) The recipient shall be immediately notified of the county's action, the reason therefor, and the right of appeal therefrom. (SEE SEC. 361-80, NOTIFICATION TO RECIPIENT OF CHANGE IN GRANT.) (W&IC 2220.5)

Aid shall be suspended by the county when there is neither proof of continued eligibility nor proof of ineligibility. Suspension is the process whereby delivery of a warrant is withheld beyond the month for which the warrant is issued while circumstances which raise question regarding the recipient's continued eligibility are investigated. Upon completion of the investigation suspended warrants are either released to the recipient or canceled. Discontinuance of aid differs from suspension in that aid is discontinued only when the information establishes ineligibility for continued aid. (SEE SEC. 361-50, DISCONTINUANCE OF AID.)

Action authorizing the suspension of aid shall be taken by the board of supervisors not later than the first meeting of the month following that for which delivery of a warrant is withheld.

Upon request of the SDSW, an immediate report of every suspension of aid shall be made. Such report shall state the reason for the suspension, the date on which the board of supervisors approved the suspension, and the progress made toward establishing eligibility.

When delivery of a warrant has been withheld but eligibility is subsequently established and the warrant is delivered on or before the last day of the month for which it is issued, suspension action is not necessary. (SEE SEC. 361-80, NOTIFICATION TO RECIPIENT OF CHANGE IN GRANT.)

In ANB and APSB, aid shall not be discontinued or suspended upon receipt of a Physician's Report of Eye Examination (Form B1 227) which raises question as to the degree of blindness. Such a report shall be considered as conflicting evidence of eligibility in that one or more Forms B1 227 indicating eligibility were previously obtained. The procedure outlined in Sec. 361-40, Continued Eligibility Questioned on Basis of Physician's Report of Eye Examination, shall be followed.

When information which raises question regarding continued eligibility makes it advisable to withhold delivery of the warrant for a particular month

(Section Continued on Next Page)

361-25 (Continued)

361-25

10. When the SDSW concurs in a county recommendation that retroactive aid be paid. (SEE SEC. 325-42, STIPULATED APPEALS.)

Retroactive aid may be paid by the county when a payment was made in conformity with the authorized award and it is subsequently determined that the recipient was eligible to a larger grant, provided it is administratively possible to secure action of the board of supervisors and to deliver the warrant before the end of the second month following that in which the recipient was underpaid.

EXAMPLE A: AN OAS RECIPIENT RECEIVES \$40 IN AUGUST, A \$10 DEDUCTION MADE BECAUSE OF A SON'S CONTRIBUTION. ON OCTOBER 5 THE COUNTY LEARNS THAT THE SON CEASED HIS CONTRIBUTION IN JULY, AND THE RECIPIENT HAS HAD NO OTHER INCOME. HE WAS, THEREFORE, ELIGIBLE TO RECEIVE A GRANT OF \$50 FOR AUGUST AND FOR SEPTEMBER.

IF IT IS ADMINISTRATIVELY POSSIBLE, THE BOARD OF SUPERVISORS MAY GRANT RETROACTIVE AID DUE FOR AUGUST PROVIDED THE WARRANT CAN BE DELIVERED NOT LATER THAN OCTOBER 31 AND FOR SEPTEMBER PROVIDED THE WARRANT CAN BE DELIVERED NOT LATER THAN NOVEMBER 30.

EXAMPLE B: AN ANB RECIPIENT RECEIVED A GRANT OF \$35 IN OCTOBER. ON JANUARY 21 THE COUNTY VERIFIED THAT INCOME FORMERLY RECEIVED CEASED IN OCTOBER AND THAT THE RECIPIENT WAS ENTITLED TO RECEIVE A GRANT OF \$60 FROM NOVEMBER 1. THE BOARD OF SUPERVISORS DOES NOT MEET AGAIN UNTIL FEBRUARY 5. ON THAT DATE THE FEBRUARY GRANT IS INCREASED TO \$60 AND RETROACTIVE AID FOR DECEMBER AND JANUARY MAY BE GRANTED PROVIDED THE RETROACTIVE AID DUE FOR DECEMBER CAN BE DELIVERED NOT LATER THAN THE LAST DAY OF FEBRUARY AND THE RETROACTIVE AID DUE FOR JANUARY CAN BE DELIVERED NOT LATER THAN MARCH 31. RETROACTIVE AID FOR NOVEMBER MAY BE GRANTED ONLY UPON CONCURRENCE OF THE SDSW OR UPON APPEAL TO THE SSWB.

EXAMPLE C: ANC IN THE AMOUNT OF \$85 WAS PAID FOR JANUARY TO MEET THE BUDGETARY DEFICIENCY FOR A FAMILY OF MOTHER AND FOUR CHILDREN. ON FEBRUARY 10, COUNTY LEARNED THAT FAMILY HAD MOVED TO MORE ADEQUATE LIVING QUARTERS AND RENT FOR JANUARY INCREASED BY \$7. THE BOARD OF SUPERVISORS MAY GRANT \$7 RETROACTIVE AID FOR JANUARY PROVIDED SUCH ACTION IS TAKEN IN FEBRUARY OR MARCH AND THE WARRANT IS DELIVERED NOT LATER THAN MARCH 31.

(SEE SEC. 627-30, BASIS FOR FEDERAL PARTICIPATION.)(W&IC 1552.5, 1560, 2140, 2220, 3075, 3078.5, 3460; AGO NS4670; FSSB)

361-30 (Continued)

361-30

When ineligibility to all of the suspended warrants and to current aid is established, the suspended warrant or warrants shall be canceled. A Notice of Change (Form Ag, B1, CA 232) shall be submitted to the SDSW reporting discontinuance of aid effective the last day of the month preceding that for which the warrant or warrants are canceled. The Notice of Change shall also indicate which warrant or warrants are to be canceled. (SEE SECS. 361-50, DISCONTINUANCE OF AID AND 361-90, NOTIFICATION TO SDSW OF CHANGE IN GRANT.)

When the ineligibility to one or more of the suspended warrants is established but there is current eligibility and the grant continues, the policies and procedures in Sec. 361-33, Cancellation of Warrants for Months During Which Recipient Was Ineligible Under Suspension of Grant Procedure, shall be followed (SEE SECS. 361-35, CHANGES IN AMOUNT OF GRANT DURING SUSPENSION OF AID AND 361-90, NOTIFICATION TO SDSW OF CHANGE IN GRANT).

For procedure on claims on suspended aid payments, see Sec. 626-45, Claims on Suspended Aid Payments. (W&IC 1552.5, 1560, 2140, 2220, 3075, 3078, 3078.5, 3460)

361-33 CANCELLATION OF WARRANTS FOR MONTHS DURING WHICH RECIPIENT WAS INELIGIBLE UNDER SUSPENSION OF GRANT PROCEDURE 361-33
OAS, ANB, APSB, ANC

When an authorized award is in effect but delivery of two or more warrants is withheld under the provisions of Sec. 361-30, Suspension Procedure, while investigation of a cloud on eligibility is made, it will sometimes be established that the recipient was ineligible to certain of the suspended warrants but eligible to the others. The warrant or warrants to which the recipient is found ineligible shall be canceled and such cancellations shall be reported to the SDSW in accordance with the provisions of Sec. 628-05, Reporting of Canceled Aid Warrants, covering claim reporting.

When aid continues, the cancellation of an interim suspended warrant does not result in an interruption of the authorization for payment of aid. The authorization has been continuously in effect and, therefore, aid is not discontinued by a canceled payment. The delivery of a warrant for the month following the period covered by the canceled suspended warrant or warrants does not represent restoration. The Notice of Change (Form Ag, B1, CA 232) showing board of supervisors' action shall be used to report to the SDSW the month or months for which the suspended payments was canceled together with the reason. Only those payments which are canceled under the circumstances described in this section shall be reported in this manner. (SEE SECS. 361-30, SUSPENSION PROCEDURE, 361-35, CHANGES IN AMOUNT OF GRANT DURING SUSPENSION OF AID, 361-90, NOTIFICATION TO SDSW OF CHANGE IN GRANT, 628-05, REPORTING OF CANCELED AID WARRANTS.) (W&IC 1560, 2140, 3075, 3460)

361-35 CHANGES IN AMOUNT OF GRANT DURING SUSPENSION OF AID 361-35
OAS, ANB, APSB, ANC

When it is found, during the suspension of aid, that the recipient was eligible for a lesser amount of aid than that for which the suspended warrant or warrants were issued, the original warrant and any other suspended warrants may be paid and a repayment sought from the recipient for the amount in excess of that to which he was eligible, or the original warrant and other subsequently

(Section Continued on Next Page)

361-30 (Continued)

361-30

investigation of the eligibility question which caused the suspended payment shall proceed promptly and with all diligence in order that eligibility for continued aid may be established at the earliest possible date. In such cases a notice shall be forwarded to the county auditor requesting that delivery of the warrant for the specified month be withheld. The specific reason why eligibility is questioned shall be recorded on the notification to the auditor, a copy of which shall be retained in the county case record.

Counties may devise their own form for notification to the county auditor. It may be advisable for such notification to be the same size as the warrant as this facilitates filing information regarding the dates of release with such warrants when they are returned to the auditor's office after having been cashed by the payee.

When investigation establishes eligibility, two copies of a notification prepared in triplicate, shall be forwarded to the county auditor requesting release of the warrant for the particular month. One copy shall be retained in the county file. A statement covering the results of the investigation which justified release of the warrant shall be included in the case record, either in the narrative or on the notification to the county auditor. Upon release of the suspended payment, the auditor shall indicate on the second copy the date of release of the warrant, sign it, and return it to the county welfare department where it shall be filed in the county case record.

When factors beyond the control of the county delay the receipt of information necessary for a determination regarding eligibility, the warrant for the second month shall be issued but delivery withheld while investigation is continued. Such situations may be due to failure to receive replies from persons or agencies in another locality, to the physical condition of the recipient, etc. A notice shall be forwarded to the county auditor specifying the particular month for which delivery of the warrant is to be withheld and a copy of this retained in the county case record. When necessary, delivery of this warrant may be withheld beyond the month for which it is issued and further suspension action by the board of supervisors is not required. (SEE SEC. 361-25, ITEM 5)

In extreme cases, delivery of the warrant for the third month may also be withheld. When the investigation has not determined by the last day of the third month, that the recipient is eligible, the warrant for the third month, together with the warrants for the two previous months shall be canceled, and Notice of Change (Form Ag, Bl, CA 232) reporting discontinuance of aid, effective the last day of the month immediately preceding the first suspended payment shall be submitted to the SDSW. (SEE SEC. 361-90, NOTIFICATION TO SDSW OF CHANGE IN GRANT.)

When eligibility is established during the second or third month, the usual notification to the county auditor shall be forwarded in duplicate, requesting that the withheld warrants be released. The auditor shall return one copy to the county welfare department after indicating the particular warrants which were released and the date of release. In no case may the warrants be released later than the last day of the third month.

(Section Continued on Next Page)

363-05 (Continued)

363-05

Increase: State reason for need of increased grant.

Decrease: State reason for decreased grant. If decrease is due to income or increased income, give the source from which such income is being received.

Restoration: In reporting restoration, information should be given in this space as to the reason that the child/children again became eligible subsequent to the discontinuance of ANC.

Change of payee: Give the exact date of change of placement.

Suspension of Aid: When aid continues under the suspension procedure but payments for one or more months are canceled (SEE SEC. 361-33, CANCELLATION OF WARRANTS FOR MONTHS DURING WHICH RECIPIENT WAS INELIGIBLE UNDER SUSPENSION OF GRANT PROCEDURE). state the month or months for which the suspended payment was canceled together with the reason for cancellation or cancellations. It is not necessary to fill in any information under Columns 1, 2, 3, 4, 5, or 6 under Sec. I of Form CA 232. In this instance, when warrants are cancelled under the suspension procedure, it is not necessary for the board of supervisors to discontinue aid and subsequently restore aid since the authorization has been continuously in effect and, therefore, aid is not discontinued by a canceled payment. (W&IC 1560)

363-10 DISCONTINUANCE OF AID, SECTION II OF NOTICE OF CHANGE
ANC

363-10

If ANC is discontinued for more than one child and the dates required under Items A, B, and C of Section II differ for the children, complete Items A, B, and C for one child and indicate to which child the dates apply. For the other child or children, record under Remarks, the dates required under Items A, B, and C, properly identified, and indicate to which child the dates apply.

Item A. Date ineligibility occurred. Record here the date on which ineligibility occurred; i.e., the date on which eligibility ceased for any one of the reasons enumerated below. When ineligibility is due to earnings, the date of ineligibility is not necessarily the date employment began, but rather the date when the earnings actually received plus other income fully meet the family's needs.

(Section Continued on Next Page)

363-05 (Continued)

363-05

Column 5. Record the full monthly rate on which the grant has been computed, that is, the monthly grant including all cash aid paid, to meet the budgetary deficiency, or the charge for care for the child or children. In other words, the figure reported in Column 5 should not be limited to the maximum basis for State participation, if more than \$31.50 for one child and \$28.50 for each additional child eligible for Federal participation and \$22.50 for each child ineligible for Federal participation is actually being paid. If the change is effective subsequent to the first day of the month, the monthly rate of the grant rather than the prorated amount actually paid for that month should be recorded. If there is more than one payee, show amount of grant to each payee.

Column 6. This column shall be completed for each child listed in Column 1. Check "Yes" if child is under 16 and living with eligible payee, or, is over 16, and living with eligible payee and enrolled in school. (SEE SECS. 628-00, PAYEES ELIGIBLE UNDER SOCIAL SECURITY ACT, AND 235-20, SCHOOL ATTENDANCE AS REQUIREMENT FOR FEDERAL PARTICIPATION.)

Check "No" if child is:

1. Living with payee who is a non-relative, or
2. Living with payee of a degree of relationship other than those listed in Sec. 628-00, or
3. Is in a boarding home or institution, or
4. Is over 16 and not enrolled in school.

One Form CA 232-Rev. may be used to report more than one action of the board of supervisors on the same case provided all actions of the board of supervisors take place on the same day.

EXAMPLES: ON MARCH 28, 1943, THE BOARD OF SUPERVISORS ACTS TO DISCONTINUE ANC EFFECTIVE FEBRUARY 28, 1943, FOR A CHILD WHO DIED FEBRUARY 11, 1943, AND TO DISCONTINUE ANC FOR ANOTHER CHILD WHO BECAME 18 ON MARCH 24, 1943. ON THE SAME DATE, THE BOARD OF SUPERVISORS ACTS TO DECREASE ANC EFFECTIVE APRIL 1, 1943, FOR TWO REMAINING CHILDREN.

When one Form CA 232-Rev. is used to report more than one action Columns 1 through 5 shall be completed separately for each action.

EXAMPLES:	COL. 1	COL. 2	COL. 3	COL. 4	COL. 5	COL. 6
JOHN		15	2-28-43	DISC.	(ENTER TOTAL GRANT	YES
GALE				NO CHANGE	AFTER DISCONTINUANCE	X
JOE				" "	OF ANC FOR JOHN)	X
ANN				" "		
GALE		3	3-31-43	DISC.	(ENTER TOTAL GRANT	X
JOE				NO CHANGE	AFTER DISCONTINUANCE	X
ANN				" "	OF ANC FOR GALE)	X
JOE			4-1-43	DECREASE	(ENTER TOTAL GRANT	X
ANN				" "	EFFECTIVE 4-1-43)	X

Reason for change: This section is for reporting reasons for change except discontinuances which are reported under Section II.

(Section Continued on Next Page)

363-10 (Continued)

363-10

1(g). Marriage of child (support by spouse). Enter this code number when the spouse of a child provides support. Do not enter this code number if such support is in the form of military allotments or allowances; for such cases enter code number 1(h) and indicate under Remarks that the child has married and is being supported by spouse.

1(h). Receipt of allotments and allowances to dependents of men in the armed forces. Enter this code number when receipt of an allowance from a service man increases the resources to such an extent that ANC is no longer necessary. If allowance is from the husband of a child whose ANC is being discontinued, also indicate under Remarks that the child is married.

1(i). Other income of any persons in the home. Enter this code number if income of persons living in the home, from sources other than employment or increased earnings, increase the resources to such an extent that ANC is no longer necessary.

1(j). Support from other person outside of home. Enter this code number if support from persons outside the home in which the child is living increases the resources to such an extent that ANC is no longer necessary. Do not enter this code number if such support is in the form of military allotments or allowances; for such cases enter code number 1(h).

Item 2. Excess assets acquired subsequent to approval. Enter this code number if ANC is discontinued because the child, children and/or parents have come into possession of real property, cash and/or securities, in excess of that permitted under ANC law. See Sec. 141-05, Types of Personal Property, for distinction between personal property and income.

Item 3. Child reached 18th birthday. Enter this code number if ANC is discontinued because the child reached his 18th birthday.

Item 4. Child in county hospital. Enter this code number if ANC is discontinued either (1) because the child was admitted to a county hospital or (2) because the child has been in a county hospital for more than two months. In Section II, enter the date of admission and, for cases eligible to Federal participation, check the appropriate sub-items indicating the determination of probable period of hospitalization from the date of admission to the hospital. (SEE SECS. 160-00, PROVISIONS OF THE W. & I. CODE REGARDING INSTITUTIONAL INMATES, AND 164-10, ELIGIBILITY DURING HOSPITALIZATION.)

Item 5. Child admitted to other public institution. Enter this code number if ANC is discontinued because child was admitted to a public institution other than a county hospital, such as a State hospital, detention home, or Indian School. In Section II, enter the name of the institution in the space provided.

Item 6. Child joined armed forces. Enter this code number if ANC is discontinued for the child because he joined the armed forces.

(Section Continued on Next Page)

363-10 (Continued)

363-10

Item B. Date of discovery. Record the date on which the facts causing discontinuance of ANC for the child/children came to the attention of the county.

Item C. Date ineligibility verified. Record the date on which ineligibility was verified by the county.

Item D. Classification. Check the symbol designating the classification under which ANC was being granted at the time of discontinuance.

Code for discontinuance reasons. Enter in Section I, Column 2, the code number for the principal reason for discontinuance of ANC for each child whose aid is being discontinued. Only the principal reason shall be checked for each child. When in doubt as to the principal reason, enter the one which first came to the attention of the county. When discontinuance is due to increased support from several sources, enter the item number indicating the source which was primarily responsible for ineligibility.

The code for discontinuance reasons to be entered in Section I, Column 2:

Item 1. Now receiving adequate care due to:

1(a). Child's own earnings. Enter this code number if the employment or increased earnings of a child receiving ANC increase the resources to such an extent that ANC is no longer necessary for the child. If such increased resources are sufficient to cause discontinuance of aid for other children in the family, enter code 1 (b) opposite the names of those children.

1(b). Earnings of child reported in 1(a). If the employment or increased earnings of the child or children for whom code number 1(a) has been entered are sufficient to make aid no longer necessary for other children in the family, enter code number 1(b) opposite the names of those children.

1(c). Earnings of father. Enter this code number if the employment or increased earnings of the father increase the resources to such an extent that ANC is no longer necessary. Do not enter this code number for TBF or CIF cases; for such cases enter code number 10, "Father no longer incapacitated for gainful work." Do not use this code number for AF cases where the father has actually returned to the home; for such cases enter code 11, "Absent father returned." Do not enter this code number for support by stepfather; for such cases enter code number 1(e).

1(d). Earnings of mother. Enter this code number if the employment or increased earnings of the mother increase the resources to such an extent that ANC is no longer necessary.

1(e). Support by stepfather. Enter this code number when the stepfather assumes and actually provides adequate support for child/children receiving ANC.

1(f). Earnings of persons in the home, other than those listed in 1(a) through 1(e). Enter this code number if the employment or increased earnings of persons in the home other than those listed in items 1(a) through 1(e) increase the resources to such an extent that ANC is no longer necessary.

(Section Continued on Next Page)

363-15 RECORDING CHANGE OF SCHOOL STATUS ON SECTION III OF
NOTICE OF CHANGE
ANC

363-15

A change of school status for children between 16 and 18 who are otherwise eligible for Federal participation shall be recorded on Section III of the Notice of Change (Form CA 232) as follows:

Record name of child, date of enrollment or date of termination, and date of verification by the county. This section shall be signed by the county public assistance worker reporting the change of school status.

When change of school status is the only change to be reported on the Notice of Change, only Section III should be completed to show data regarding school status, i.e., Sections I, II, and IV of Form CA 232 should be left blank. Section V may be completed if there is action by the board of supervisors.

SEE SEC. 235-20, SCHOOL ATTENDANCE AS A REQUIREMENT FOR FEDERAL PARTICIPATION. (W.&I.C. 1560; FSSB)

363-20 RECORDING CHANGE OF PAYEE ON SECTION IV OF NOTICE OF CHANGE
ANC

363-20

Section IV is to be completed when reporting change of payee.

Item A. If child/children is in home eligible for Federal participation, secure the signature of the eligible payee, indicating relationship of payee to child/children and address where child/children will be maintained.

The Notice of Change (Form CA 232) bearing the signature of the eligible payee shall be retained in the county file. The copy forwarded to the SDSW need not bear the signature of the eligible payee, provided it shows the name, relationship and address of the eligible payee and bears the county official's statement that the signature of the eligible payee is on file in the county office.

Item B. If child/children is in a home ineligible for Federal participation, secure the signature of the county official or other person responsible for placement of the child/children. (W.&I.C. 1560; FSSA)

363-25 APPROVAL BY THE BOARD OF SUPERVISORS ON SECTION V OF THE
NOTICE OF CHANGE
ANC

363-25

Record the name of county, and date of action by the county board of supervisors. The Notice of Change (Form CA 232) shall bear either the original or facsimile signature of the county clerk or deputy. A facsimile signature shall be affixed either by or under the special authority of the county officer whose signature is thus affixed. (W.&I.C. 1560)

363-10 (Continued)

363-10

Item 7. Subsequent information disproves eligibility previously established. Enter this code number if ANC is discontinued because subsequent information indicates that the child/children have never been eligible for ANC. This item assumes that the information, either unintentionally or fraudulently concealed, was not known at the time the case was accepted, although the investigation is assumed to have been adequate.

Item 8. Change in policy. Enter this code number if ANC is discontinued because a change in legal or administrative policy makes the child/children ineligible at the time of the change, although previously eligible. Do not include here discontinuances because of refusal to comply with a requirement adopted or modified after acceptance of the case; for such cases enter code number 14, and include explanation under Remarks.

Item 9. Parent discharged from institution. Enter this code number when the discharge of a parent from an institution renders the child/children ineligible for ANC. (SEE SEC. 193-30, CLASSIFICATION OF HALF-ORPHAN, PARENT COMMITTED TO INSTITUTION (P.C.I.).)

Item 10. Father no longer incapacitated for gainful work. Enter this code number if a child/children becomes ineligible because the CIF or TBF father is no longer incapacitated for gainful employment, according to physician's report, or is, in fact, gainfully employed.

Item 11. Absent father returned. Enter this code number when the absent father's return to the home makes the child/children ineligible to ANC. If the absent father does not return to the home but assumes full support, enter code number 1(c), "Earnings of father" if the support is derived from earnings or code number 15, "Other (specify below)" if the support is derived from resources other than earnings. (SEE SEC. 193-15, CLASSIFICATION OF HALF-ORPHAN, /ABSENT FATHER (A. F.)). This item refers to the following classifications: A.F., H.O., based on the presumptive death of parent; and abandoned child, when eligibility is established other than by court action.

Item 12. Transferred to-----county. Enter this code number when ANC is discontinued because of a transfer to another county under the provisions of Section 1527, W&IC in Section II enter the name of the county in the space provided. (SEE SEC. 370-00, TRANSFER OF AID.)

Item 13. Moved out of State--loss of State residence. Enter this code number when eligibility occurs because of loss of State residence.

Item 14. Refusal after acceptance to comply with established regulations. Enter this code number if the family refuses to comply with requirements with respect to property, supplying information, etc.

Item 15. Other. Enter this code number when ANC is discontinued for some reason other than those listed under Items 1 through 14. Under Remarks, explain in detail the reason, or reasons, for discontinuance; such as, death, paternity admitted, etc. (W&IC 1560)

610-30 (Continued)

610-30

With respect to continuing grants, the first day of each month (as provided by law) is the effective date of the continuing authorization for payment.

The authorization is mandatory with respect to its execution, except where payment of aid is withheld or suspended because of a cloud on eligibility (SEE SEC. 361-30, SUSPENSION PROCEDURE). If payment is withheld beyond the month in which the authorization for payment is effective, ratifying action by the board of supervisors is required.

For the purposes of establishing the applicant's or recipient's accrued period of eligibility, and of computing the amount of payment due, the board of supervisors' authorization for payment of retroactive aid includes a determination of such retroactive period (SEE SEC. 361-25, RETROACTIVE AID PAYMENTS BY COUNTY). This period, however, has no bearing on the effective date of the authorization for payment. (W&IC 1560, 2140, 2181, 3075, 3460)

610-40 RECIPIENT OF PAYMENT
OAS, ANB, APSB, ANC

610-40

Payments of aid shall be made directly to the grantee or authorized payee, except under certain conditions following death when the provisions of Secs. 611-00, Payment When Grantee Dies, and 611-10, Payments When Child Dies, shall be followed.

In OAS, ANB, and APSB, when a guardian is the payee, Summary of Letters of Guardianship (Form DPA 5) shall be on file with the SDSW. (SEE SEC. 626-60, IDENTIFICATION ON AID PAY ROLLS.) The guardian's name shall appear on the pay roll together with the name of the grantee.

ANC payments shall be made to the person or institution providing care for the children on whose behalf the grant is made. Payments in every case where circumstances permit should be made to a payee eligible under the Social Security Act. (SEE SEC. 628-00, PAYEES ELIGIBLE UNDER SOCIAL SECURITY ACT.) (W&IC 1556.5, 1557, 1560, 2140, 2183, 3075, 3460; FSSB)

610-50 IDENTIFICATION ON WARRANTS
OAS, ANB, APSB, ANC

610-50

The payee's name shall appear on the warrant and on the pay roll exactly as his signature appears on the application (Form Ag, B1, CA 200, B1 200a), on the Summary of Letters of Guardianship (Form DPA 5) or, in ANC, on the latest Notice of Change (Form CA 232). (SEE SEC. 202-20, THE APPLICATION FORM.)

The State number assigned to the case may appear on the face of the warrant for further identification. It shall be used with the name in all correspondence, reports, records, and other data regarding the warrant. (W&IC 1560, 2140, 3075, 3460)

610-10 MODE OF PAYMENT
OAS, ANB, APSB, ANC

610-10

All aid paid to recipients shall be by warrant of the county.

County warrants issued in payment of aid shall be redeemable at par. The financial condition of the county should at all times guarantee the cashing of warrants without discount. If it becomes necessary at some time for the county to register its warrants, the SDSW shall be notified at once as to arrangements made with local banks for the immediate cashing of warrants at par on demand.

Aid in kind is not subject to State and Federal participation. (W&IC 1560, 2140, 2183, 3075, 3460; POL. CODE 4082; FSSB)

610-20 TIME OF PAYMENT
OAS, ANB, APSB, ANC

610-20

Payments of aid shall be made by county warrant monthly in advance, except payments of ANC for children who are living in boarding homes or institutions. Payment of ANC for such children may be made to the boarding home or institution either in advance or subsequent to the furnishing of care and support. One warrant may be issued to each boarding home or institution covering all children in the home to whom board and care is given during the month, or a separate warrant may be issued for each child or family group. (SEE SECS. 610-40, RECIPIENT OF PAYMENT, 611-60, INITIAL PAYMENTS, AND 361-25, RETROACTIVE AID PAYMENTS BY COUNTY.)

Payment is effected by deposit of the warrant, properly stamped and addressed, in the United States mail, or by delivery to the recipient or payee by an authorized representative of the county.

Advance payment means delivery of the warrant on or as near as possible to the first business day of the month as compliance with State and county regulations will permit; however, the warrant should not be deposited in the mail for delivery prior to the first day of each respective month.

All warrants shall be clearly marked to show the date of issuance. When the delivery date is other than the date of issuance shown on the warrant, the date of delivery shall be shown either on the warrant or on a separate record which shall be available for inspection by the SDSW.

If a recipient is eligible on the first day of the month, he is entitled to receive payment for the full month, even though his status changes at some time during the month (SEE SEC. 611-00, PAYMENT WHEN GRANTEE DIES.)

The State, Federal, and county portions of the aid shall be paid at one time by a single warrant. (W&IC 1550, 1552, 1556.5, 1558, 1560, 2140, 2160.6, 2182, 2182.1, 2183, 2183.9, 3044, 3075, 3082, 3084, 3444, 3460; FSSB)

610-30 AUTHORIZATION FOR PAYMENT
OAS, ANB, APSB, ANC

610-30

Action of the board of supervisors granting, restoring, increasing or decreasing assistance constitutes the final action which unconditionally authorizes payment to be delivered to the specified payees. Such action authorizes delivery of the payment immediately, except where a future date is specified.

(Section Continued on Next Page)

610-80 (Continued)

610-80

SERVICES PERFORMED IN A WAY CONSISTENT WITH THE MONEY-PAYMENT PRINCIPLE:

Since the intent of the money payment is to assure to recipients freedom in their mode of living and protection from undue intrusion into their lives or invasion of their rights, it is the manner in which service is given which determines whether or not the payment is restricted. Various services to recipients can be given in such a way that neither restricted payments nor restrictive practices occur. The following paragraphs describe the ways in which a number of services can be performed in a manner which harmonizes with the money payment principle:

1. Furnishing information--Informing recipients of community resources provided the recipient, not the agency, decides how and whether resources will be used.
2. Referral and help in using resources--Referring recipients to other agencies and advising recipients how to use community resources are also proper agency functions. These referrals and the advice to recipients shall be given in such a way as not to conflict with the recipient's choice in the use of the payment.
3. Counseling--If advice and counsel about personal problems are given by an agency because the recipient wished it and if the agency worker deals with the problem in the same way as if it had occurred in a self-supporting family, no restrictive payment results. However, controlling the behavior of recipients is not an appropriate function of an assistance agency.

If authoritative action is found essential to protect the welfare of recipients or members of their families, the situation should be referred to the courts, or other appropriate enforcement agencies. The use by the public assistance agency of its power to provide or withhold assistance through threats or penalties associated with counseling results in restricted payments.

4. Personal services in which the agency acts for the recipient--Recipients who are infirm, bedridden, or otherwise incapacitated often request the help of the agency in selecting their mode of living and managing their resources. Such help may include, in a few instances and for a limited period of time pending the appointment of a guardian or other more permanent arrangements, cashing the check, paying bills, and buying groceries and other items. Here again, not the character of the service but the way in which the service is provided will determine whether or not the assistance payment is restricted.

(Section Continued on Next Page)

610-80 (Continued)

610-80

RESTRICTED PAYMENTS

A restricted money payment is one given under some condition or limitation which the agency imposes on the recipient's use of the money; i.e., it is a payment in which an express or implied requirement is made of the recipient that delivery of the aid warrant is contingent upon agreement to make certain or specified payments from the aid granted. The restricted payment is not subject to Federal and State participation.

The warrant shall be issued to the recipient through the U.S. mail to the address at which he customarily receives mail, or delivered to him according to his instructions.

While the recipient may request the agency to deliver the warrant to him in a specified way, the county shall not determine on its own authority that delivery is to be made to any other person, nor may the county require any special endorsement or use other devices that necessitate the warrant being delivered to, or cashed by, or in the presence of, a specified person other than the grantee or his guardian.

The payment shall be accomplished without direction on the warrant or by letter, or by agreement as a condition of receiving the payment, or by other notification, that the recipient must use his money in a specified way or for a specified purpose.

Instances of several kinds of restricted payments are indicated as follows (this is not necessarily an all-inclusive list):

1. Directing that all or part of the assistance payment must be applied to specific bills or for the purchase of specific goods or services. Statements to recipients explaining the basis on which the amount of the payment is determined are not in themselves restrictive.
2. Requiring that the recipient submit receipts for the purpose of showing how he has spent all or any part of his assistance payment. This does not preclude the verification of rental or other budget items when the purpose is to determine the need of the individual as in the case of original or reinvestigation of eligibility.
3. Requiring the return to the county or deposit with the county of all or part of the assistance payment for use in a manner designated by the agency.
4. Providing services to a recipient's creditors, such as assisting creditors in the collection of the recipient's debts.
5. Payments paid through the medium of a county trust fund or account, and by which the full amount of the warrant is not delivered to the recipient each month, are restricted payments.

(Section Continued on Next Page)

610-90 (Continued)

610-90

In OAS, ANB, and ANC when an adjustment is necessary and cannot be made by either of the above plans, the first aid warrant shall be accompanied by a request for repayment equivalent to the amount of excess income, including GR received during the initial month. In APSB, request for repayment shall be only for the amount of GR and other non-exempt income received during the initial month. Delivery of the warrant shall not be withheld pending completion of arrangements for repayment, and delivery of the initial or subsequent warrants shall not be contingent upon such repayment, or upon the applicant's or recipient's agreement to make payments from aid to be granted. When adjustment is made, it shall be reported to the SDSW in the usual manner. (W&IC 1511, 1560, 2020, 2140, 3075, 3084, 3460, 3472)

611-00 PAYMENT WHEN GRANTEE DIES
OAS, ANB, APSB

611-00

When an eligible grantee dies on or after the first day of the month, aid shall be paid for the full month even though the warrant had not been delivered before death occurred.

In the event that a county has knowledge of the recipient's death prior to the preparation of the warrant, the warrant shall be made payable to the duly appointed and qualified executor or administrator of the recipient's estate or to whomever the California Probate Code designates as the proper party to receive monies belonging to the decedent's estate. (SEE SEC. 610-40, RECIPIENT OF PAYMENT) (CALIFORNIA SUPREME COURT DEC. S.F. 17111 SSNB VS CO. OF LA E.A. 1945)

A warrant made payable to the grantee but not endorsed by him may be endorsed only by the duly appointed and qualified executor or administrator of the recipient's estate or by whomever the California Probate Code designates as the proper party to receive monies belonging to the decedent's estate.

Endorsements on warrants made under summary probate proceedings should refer to the supporting affidavit required under Sec. 630 of the Probate Code of persons claiming estates under summary probate.

Warrants shall be delivered on or as near to the first day of the month as possible. (SEE SEC. 610-20, TIME OF PAYMENT) (W&IC 2140, 3075, 3460)

610-80 (Continued)

610-80

Agencies should be prepared to render services of this kind when an emergency arises in which the recipient requests it, or when the recipient is so handicapped that he is incapable of exercising the rights and responsibilities of well persons. Care should be taken, however, to assure that the worker who performs such services knows that in some instances the agency may not be able to provide the service (as, for instance, when the recipient's caprice results in requests which contravene agency policy) and also realizes that he is handling the recipient's money, not the agency's. Acting for the recipient at his request does not mean that the worker takes over the situation from the recipient.

The agency may have to make arrangements for domiciliary care, house-keeping services, hospital or other medical services, or the purchase of supplies until a permanent plan can be made, a relative can be found or a guardian can be appointed, or until the recipient's health becomes such that he can exercise choice for himself. The test of restriction in such cases is whether or not the agency, in acting for the recipient, has performed services in his behalf which his relatives or guardian would have performed had they been available, and that the agency has not denied the recipient any rights or choices which he was able to exercise himself. (W&IC 1505, 1506, 2006, 2140, 3003, 3008, 3075, 3402, 3407, 3460; AGO NS1382, NS2382, NS3667; FSSB)

610-90 DUPLICATION OF GR (also known as IN) AND
PUBLIC ASSISTANCE PAYMENTS
OAS, ANB, APSB, ANC

610-90

Counties may find it necessary in certain cases to give GR for the first part of the month in which OAS, ANB, APSB, or ANC begins, in order to maintain the applicant pending the granting of aid and the issuing of the initial aid warrant. GR which is granted for any part of the period covered by the first aid warrant is income for the month in which it is received.

Adjustments shall be made as for other income in OAS, ANB, APSB, and ANC in accordance with the following procedure:

1. When possible, the initial grant of aid shall be in an amount which, when added to other income including GR totals the amount provided in the W. & I. C. for the particular category of aid. In ANC, the initial grant shall be in an amount which, when added to income in the family unit including GR, shall adequately meet the needs of the family unit. When the grant of ANC together with GR and other income does not exceed the need of the family unit for the month, no adjustment shall be made.
2. When the total income for the month in which the initial payment is made can be determined only during or after the close of the month, adjustment shall be made in a subsequent month. In OAS, ANB, APSB, and when an adjustment is indicated in ANC, such adjustment shall become effective not later than the second month subsequent to that in which the income was received.

(Section Continued on Next Page)

611-55 BEGINNING DATE OF AID--RESTORATIONS
OAS, ANB, APSB, ANC

611-55

Restorations shall be effective as of the first day of the month in which action is taken by the board of supervisors unless the status of eligibility requires that the board of supervisors specify a later date, except in OAS when restoration is requested following discontinuance due to employment. (SEE SECS. 215-00, RESTORATION OF AID AND 361-25, RETROACTIVE AID PAYMENTS BY COUNTY) (W&IC 1550, 1552, 1560, 2140, 2182, 2183.9, 3075, 3084, 3460)

In OAS, whenever a former recipient whose aid was discontinued because of employment requests restoration because the employment has ceased, the request shall be in writing and the signed statement shall include the date on which the employment terminated. (SEE SEC. 230-90, INVESTIGATION OF APPLICATION AFTER DISCONTINUANCE DUE TO EMPLOYMENT) The date on which such request for restoration is signed governs the beginning date of aid (unless the status of eligibility requires the board of supervisors to specify later date), and the effective date of restoration is determined as follows:

1. Aid shall be restored on the date the request for restoration is signed if the aid is granted by the board of supervisors in the same month in which the request is signed.

EXAMPLE: RESTORATION IS REQUESTED ON MARCH 16; GRANTED BY BOARD OF SUPERVISORS ON MARCH 23.
AID BEGINS MARCH 16.

2. Aid shall be restored on the first day of the month in which aid is granted by the board of supervisors when the request for restoration has been signed in a previous month and 30 days or less have elapsed between the date the request was signed and the date aid is granted by the board of supervisors.

EXAMPLE: RESTORATION IS REQUESTED ON MARCH 16; GRANTED BY BOARD OF SUPERVISORS ON APRIL 15.
AID BEGINS APRIL 1.

3. When investigation of the request for restoration is not completed within 30 days from the signing of the request and aid is granted by the board of supervisors on the 31st or some subsequent day, aid shall be restored on the first day of the month during which the 30-day period ends.

The day following that on which the former recipient requests restoration represents the first day of the investigation period. When the 30th day falls on a Sunday or a legal holiday, the following day is considered the 30th day. The date on which the board of supervisors acts on the request for restoration is the date on which the investigation is completed. (SEE SEC. 611-70, RETROACTIVE INITIAL PAYMENTS)

EXAMPLE: RESTORATION IS REQUESTED ON MARCH 16; GRANTED BY BOARD OF SUPERVISORS ON MAY 5.
THE 30-DAY PERIOD ENDS APRIL 15. RETROACTIVE AID IS PAID FROM APRIL 1.

(W&IC 2140, 2182, 2183.9)

611-50 (Continued)

611-50

EXAMPLE C: A MOTHER MAKES APPLICATION FOR ANC FOR TWO CHILDREN ON JUNE 5. AN ADDITIONAL CHILD LIVING OUTSIDE THE STATE RETURNS TO THE HOME ON JULY 6, BEFORE COMPLETION OF THE INVESTIGATION FOR THE FIRST TWO CHILDREN. THE MOTHER MAKES APPLICATION FOR ANC FOR THIS CHILD ON JULY 8. THE 90-DAY PERIOD FOR THE ADDITIONAL CHILD BEGINS JULY 9.

EXAMPLE D: A MOTHER MAKES APPLICATION FOR ANC FOR TWO CHILDREN ON JUNE 5. THE APPLICATION IS GRANTED SEPTEMBER 15 AND AID BEGINS SEPTEMBER 1. A CHILD WHO HAS BEEN RECEIVING A FREE HOME WITH RELATIVES RETURNS TO HIS MOTHER'S HOME ON OCTOBER 10 AND THE APPLICATION FOR ANC FOR THIS CHILD IS SIGNED ON OCTOBER 15. THE 90-DAY PERIOD FOR THIS CHILD BEGINS ON OCTOBER 16. IF THE APPLICATION IS ACTED UPON BY THE BOARD OF SUPERVISORS IN JANUARY OR SUBSEQUENT THERETO, AID BEGINS JANUARY 1.

In ANC, when eligibility or ineligibility status has not been determined for one or more of the family group included on the original application and board of supervisors' action is withheld for such child or children until a later date, the 90-day period for the additional child or children begins on the day following that on which the original application was signed. A separate Certificate of Verification of Eligibility (Form CA 201) is required (SEE SEC. 250-00, DISPOSAL OF APPLICATIONS).

4. When an application for aid has been improperly denied and such action is later rescinded, aid shall begin on the date aid would have begun had there been no denial action (SEE SECS. 201-25, WHEN APPLICATION TO BE TAKEN AND 361-25, RETROACTIVE AID PAYMENTS BY COUNTY).
5. Aid shall begin on the date specified by the SSWB in an order awarding aid. (SEE SEC. 325-70, DECISION BY SSWB)

The beginning date of aid shall not antedate the signing of the application. Exception: When the recipient transfers from one county to another, the beginning date of aid in the second county may antedate the signing of the application in the second county. (SEE SEC. 122-50, REMOVAL FROM COUNTY OF RESIDENCE.) In OAS, when the application is signed within 60 days prior to the date on which the applicant will become 65 years of age, the beginning date of aid shall not be prior to the date on which the applicant became 65 years old.

If investigation established eligibility only from a date subsequent to the date when aid should be effective under the provisions of W&IC Sec. 2183, or 2183.9 in OAS, Sec. 3082 in ANB, Sec. 3460 in APSB, or Sec. 1550 in ANC, aid shall not be granted prior to the date on which the applicant became eligible as established by the investigation.

When the provisions of W&IC Sec. 2183, or 2183.9 in OAS, Sec. 3082 in ANB, Sec. 3460 in APSB, or Sec. 1550 in ANC, indicate that aid should begin from the first of a month preceding that in which the board of supervisors grants the application, but because of ineligibility of the applicant during one or more of such months, retroactive aid is not paid, a statement of the specific reason for the applicant's ineligibility for such payment shall be made on the Certificate of Verification of Eligibility (Form Ag, B1, CA 201). (W&IC 1550, 1560, 2140, 2180.1, 2183, 2183.9, 3075, 3082, 3460; FSSB)

612-99 (Continued)

612-99

FORM BL 235
STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CERTIFICATION FROM STATE DEPARTMENT OF MENTAL HYGIENE OF
APPLICANT'S RELEASE FROM STATE HOSPITAL
AID TO THE BLIND

SECTION I

TO: SACRAMENTO COUNTY WELFARE DEPARTMENT COUNTY SACRAMENTO

COURT HOUSE NAME OF APPLICANT MARY JONES
ADDRESS

SACRAMENTO 14, CALIF. STATE NO. SAC 000 BL COUNTY NO. 123

DATE JANUARY 6, 1946

SECTION II

THIS IS TO CERTIFY, THAT MARY JONES WAS RELEASED ON LEAVE OF ABSENCE
NAME OF APPLICANT

FROM STOCKTON STATE HOSPITAL ON JANUARY 9, 1946, AND WILL RESIDE
NAME OF STATE HOSPITAL DATE

AT 789 SOUTH BEND STREET, GALT, CALIFORNIA.
ADDRESS

DORA SHAW HEFFNER, DIRECTOR
STATE DEPARTMENT OF MENTAL HYGIENEBY Jane Doe
SIGNATURE OF SOCIAL WORKER

SECTION III

THIS IS TO CERTIFY, THAT ON JANUARY 14, 1946, WARRANT NO. 0732 IN THE

AMOUNT OF \$ 60.00, FOR THE MONTH OF JANUARY, 1946, WAS DELIVERED.

June Allen
SIGNATURE

PUBLIC ASSISTANCE WORKER
TITLE

NOTE: SECTION I IS TO BE COMPLETED IN TRIPLICATE BY THE COUNTY GRANTING THE APPLICATION, AND FORWARDED TO THE STATE HOSPITAL.

SECTION II IS TO BE COMPLETED BY THE SOCIAL WORKER IN THE STATE HOSPITAL, AND TWO COPIES OF THE FORM MUST BE RETURNED TO THE COUNTY BEFORE THE WARRANT MAY BE RELEASED.

SECTION III IS TO BE COMPLETED BY THE COUNTY BEFORE SENDING ONE COPY OF THE FORM BL 235 AS RECEIVED FROM THE STATE HOSPITAL TO THE SDSW.

THE COUNTY SHALL FORWARD ONE COPY TO THE STATE DEPARTMENT OF SOCIAL WELFARE, 616 K STREET, SACRAMENTO, 14, CALIFORNIA.

FORM BL 235, REVISED DECEMBER, 1945

612-99 (Continued)

612-99

STATE OF CALIFORNIA

FORM AG 235
DEPARTMENT OF SOCIAL WELFARECERTIFICATION FROM STATE DEPARTMENT OF MENTAL HYGIENE OF
APPLICANT'S RELEASE FROM STATE HOSPITAL
OLD AGE SECURITY

SECTION I

TO: SACRAMENTO COUNTY WELFARE DEPARTMENT COUNTY SACRAMENTO
COUNTY WELFARE DEPARTMENT

COURT HOUSE NAME OF APPLICANT JOHN ROE
ADDRESS

SACRAMENTO 14, CALIF. STATE NO. SAC 000 AG COUNTY NO. 12345

DATE JANUARY 6, 1946

SECTION II

THIS IS TO CERTIFY, THAT JOHN ROE WAS RELEASED ON LEAVE OF ABSENCE
NAME OF APPLICANT

FROM NAPA STATE HOSPITAL ON JANUARY 9, 1946 AND WILL RESIDE
NAME OF STATE HOSPITAL

AT 333 NORTH E. STREET, SACRAMENTO, CALIF.
ADDRESS

DORA SHAW HEFFNER, DIRECTOR
STATE DEPARTMENT OF MENTAL HYGIENEBY Jane Roe
SIGNATURE OF SOCIAL WORKER

SECTION III

THIS IS TO CERTIFY, THAT ON JANUARY 14, 1946, WARRANT NO. 6789 IN THE AMOUNT
DATE

OF \$ 50.00, FOR THE MONTH OF JANUARY, 1946, WAS DELIVERED.

Jewell Allen
SIGNATURE

PUBLIC ASSISTANCE WORKER
TITLE

NOTE: SECTION I IS TO BE COMPLETED IN TRIPLICATE BY THE COUNTY GRANTING THE APPLICATION AND FORWARDED TO THE STATE HOSPITAL.

SECTION II IS TO BE COMPLETED BY THE SOCIAL WORKER IN THE STATE HOSPITAL, AND TWO COPIES OF THE FORM MUST BE RETURNED TO THE COUNTY BEFORE THE WARRANT MAY BE RELEASED.

SECTION III IS TO BE COMPLETED BY THE COUNTY BEFORE SENDING ONE COPY OF THE FORM AG 235 AS RECEIVED FROM THE STATE HOSPITAL TO THE SDSW.

THE COUNTY SHALL FORWARD ONE COPY TO THE STATE DEPARTMENT OF SOCIAL WELFARE, 616 K STREET, SACRAMENTO, 14, CALIFORNIA.

FORM AG 235, REVISED DECEMBER 1945

(Section Continued Next Page)

626-40 (Continued)

626-40

Aid claims shall include all county approved cases on which aid has been paid for the current month. Payments made during the current month for previous months shall also be included in the claim for the current month, but shall be listed on a separate supplemental pay roll. (SEE SEC. 626-50, SUPPLEMENTAL AID CLAIMS.) (W&IC 1556, 1556.5, 1559, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

County institutional claims in OAS and ANB should include all persons confined in county hospitals or infirmaries during the current month who meet the requirements of Secs. 2160.7 and 3044.1 of the W. & I. C. (SEE SECS. 627-25, COUNTY INSTITUTIONAL CLAIM UNDER W&IC SECS. 2160.7 AND 3044.1, 629-99, COUNTY AID CLAIM FORMS AND 165-00 PAYMENT TO COUNTY UNDER W&IC SECS. 2160.7 AND 3044.1) (W&IC 2140, 2160.7, 3075, 3044.1)

626-45 CLAIMS ON SUSPENDED AID PAYMENTS
OAS, ANB, APSB, ANC

626-45

A claim shall always be made on the monthly pay roll for any suspended case, and the pay roll shall be allowed as claimed. When the warrant covering the claim is not paid and is later canceled, the cancellation shall be reported on a subsequent monthly claim. When not reported, the SDSW shall deduct the amount of the canceled warrant from a subsequent claim on the basis of the Notice of Change (Form Ag, B1, CA 232) previously sent to the SDSW. (SEE SECS. 361-30, SUSPENSION PROCEDURE, 361-35, CHANGES IN AMOUNT OF GRANT DURING SUSPENSION OF AID, 626-50, SUPPLEMENTAL AID CLAIMS AND 628-05, REPORTING OF CANCELLED AID WARRANTS.)

Federal participation is available on suspended aid payments, provided other Federal eligibility requirements are met. (W&IC 1556, 1556.5, 1559, 2140, 2189, 3075, 3087.3, 3460, 3482; FSSB)

626-50 SUPPLEMENTAL AID CLAIMS
OAS, ANB, APSB, ANC

626-50

Aid claims supplementing the original claims filed for prior months are approved by the SDSW only when retroactive payments are made as specified in Sec. 361-25, Retroactive Aid Payments by County, and under the following conditions:

1. In ANC, when investigation of eligibility for one or more of the family group included either on the original application or on a separate subsequent application is completed by a later board action but no retroactive payment is made because the full budgetary needs of the additional child were met in the original grant for the family unit. (SEE SEC. 250-00, DISPOSAL OF APPLICATIONS, AND 611-50, BEGINNING DATE OF AID--NEW APPLICATIONS.) In this instance, reimbursement may be obtained retroactively by filing a supplemental claim covering the balance of State participation due for the additional child/children on the basis of the amount originally paid.

(Section Continued on Next Page)

626-20 (Continued)

626-20

3. Report of Adjustments (Form CA 803) which shows adjustments made during the month;
4. Report of Cancelled Warrants (Form CA 804) which shows warrants cancelled during the month on which participation was allowed in previous months;
5. Report of Collections (Form CA 805, formerly CA 34 DFA) which shows collections made during the month.

(W&IC 1556, 1556.5, 2160.7, 2189, 3044.1, 3087.3, 3482)

626-30 COUNTY DESIGNED AID CLAIM FORMS
OAS, ANB, APSB, ANC

626-30

The information required on SDSW prescribed forms is the minimum information permissible. Any special county forms shall contain all items required on prescribed SDSW forms. When SDSW forms are not adaptable to special mechanical equipment of a county, forms designed by the county may be used upon approval by the SDSW. (W&IC 1556, 1556.5, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

626-40 SUBMISSION OF AID CLAIMS
OAS, ANB, APSB, ANC

626-40

Aid claims shall be submitted to the SDSW in duplicate immediately after the end of the month during which aid payments are made. The ability of the SDSW to submit quarterly statements of expenditures as required by the Federal Government, depends upon the prompt submission of aid claims by the counties. Every county should so organize its procedures that it can transmit monthly aid claims immediately after the end of the month and not later than the tenth of the subsequent month.

If the signature of the chairman of the board of supervisors cannot be obtained on the affidavits (Forms Ag, Bl, CA 800; Ag, Bl 800-H; CA 800-BHI) prior to the tenth day of the subsequent month, the duplicate copies of the affidavits, together with both copies of all supporting pay rolls and schedules, shall be submitted without the chairman's signature. The original copies of the affidavits shall be held and forwarded as soon as the signature is obtained.

Cases listed on the pay rolls shall be in State case number order, with the following exception: Cases which have not yet been assigned State numbers shall be listed at the end of the pay roll in alphabetical order. Additional pay rolls for the current month shall be compiled as prescribed above, cross-referenced to and combined with the main pay roll and submitted as one claim.

Both copies of each aid claim shall be legible and identical. Care shall be taken that corrections made on one copy are made on the other copy, that no pages are missing or defaced; that the same items appear on the same page of each copy; that related items in the various columns on the forms are in alignment; and that all pages are numbered.

(Section Continued on Next Page)

(Section Continued on Next Page)

STATE OF CALIFORNIA DEPARTMENT OF SOCIAL WELFARE
Forward TWO copies to the State Department of Social Welfare, Sacramento

CLAIM FOR FEDERAL AND STATE AID TO NEEDY AGED PERSONS

PAID BY XXX COUNTY, CALIFORNIA
Month of January, 1946 WARRANTS DATED January 2, 1946
(Indicate Non-County Cases by (*), Non-Federal Cases by (**) and Non-County Non-Federal Cases by (***) in Column 4)

1	2	3	4	5	6	7	8	9
NAME	STATE NUMBER	TOTAL AID PAID UNDER OLD AGE SECURITY LAW (Not to Exceed \$50 Per Month)	AMOUNT IN EXCESS OF \$40 ON FEDERAL CASES	FEDERAL SHARE NON-COUNTY CASES	STATE SHARE NON-COUNTY AND NON-FEDERAL CASES (Completion of Cols. 6 & 7 optional)	DO NOT WRITE IN THIS SPACE	WARRANT NUMBER	
Family	Given							
Jones Tom	1	50.00	10.00			(See Sec. 627-20, Apportionment of Grants on Payrolls or Claims.)	111	
Smith Dick	2	*50.00	10.00				112	
Brown Harry	3	38.00					113	
West Bridget	4	*25.00					114	
Greene Hercules	5	45.00	5.00				115	
Conner Brenda	6	**48.00					116	
Wilson Cobina	7	42.00	2.00				117	
Stewart Adolph	8	37.50					118 1/17/46	
White Maggie	9	***50.00					119 1/17/46	
Black Fritz	10	**30.00					120 1/17/46	
Jones Henry	11	29.03				(See Example A, Sec. 121 627-45, Partial Months 1/17/46 Claims - Bases for State and Federal Participation.)		
Williams James	12	24.19				(See Example D, Sec. 122 627-25, County Institutional Claim.)		

FORM AG 801—Effective July 1, 1943 Page No. _____

FORM AG 801

STATE OF CALIFORNIA DEPARTMENT OF SOCIAL WELFARE
Forward TWO copies to the State Department of Social Welfare, Sacramento

CLAIM FOR FEDERAL AND STATE AID TO NEEDY AGED PERSONS

PAID BY XXX COUNTY, CALIFORNIA
Month of January, 1946 WARRANTS DATED See column 9
SUPPLEMENT FOR PRIOR MONTHS
(Indicate Non-County Cases by (*), Non-Federal Cases by (**) and Non-County Non-Federal Cases by (***) in Column 4)

1	2	3	4	5	6	7	8	9
NAME	STATE NUMBER	TOTAL AID PAID UNDER OLD AGE SECURITY LAW (Not to Exceed \$50 Per Month)	AMOUNT IN EXCESS OF \$40 ON FEDERAL CASES	FEDERAL SHARE NON-COUNTY CASES	STATE SHARE NON-COUNTY AND NON-FEDERAL CASES (Completion of Cols. 6 & 7 optional)	DO NOT WRITE IN THIS SPACE	WARRANT NUMBER	
Family	Given							
						(See Sec. 626-50, Supplemental Aid Claims, and Sec. 627-30, Federal Participation.)		
Jones, Tom	1	** 2.50				APRIL, 1945	111 Case #1 represents appeal to SSWB. Inc. 1/2/46 from \$37.50 to \$40 from 4/1/45 to 5/30/45. Inc. from \$37.50 to \$50 from 7/1/45 to 9/30/45. Appeal signed October 8, 1945.	
						MAY, 1945		
Jones, Tom	1	** 2.50					"	
						JUNE, 1945		
Jones, Tom	1	** 2.50					"	
						JULY, 1945		
Jones, Tom	1	**12.50					"	
						AUGUST, 1945		
Jones, Tom	1	12.50	10.00				"	
						SEPTEMBER, 1945		
Jones, Tom	1	12.50	10.00				"	
						NOVEMBER, 1945		
Wilson, Cobina	7	6.00	2.00				117 Case #7 represents retroactive increase from \$36.00 to \$42.00 from 11/1/45 paid in January.	
							1/2/46	
Stewart, Adolph	8	**37.50					118 Case #8 represents retroactive aid under 60-day law.	
						DECEMBER, 1945	1/17/46	
Wilson, Cobina	7	6.00	2.00				117 1/2/46	
Stewart, Adolph	8	**37.50					118 1/17/46	

NOTE: Individual warrants for each month or one warrant covering all months for each case may be issued, the amount paid for each month to be reported separately.

FORM AG 801—Effective July 1, 1943 Page No. _____

FORM AG 801

629-99 (Continued)

FINANCIA

ROCEDURES—COUNTY AID CLAIM

Public Assistance Program

629-99

Sec. 629-99 County Aid Claim Forms

629-99

OAS; ANB; APSB; ANC

STATE OF CALIFORNIA		FORM AG 800	
AID AFFIDAVIT			
FROM <u>XXX</u> COUNTY		FORWARD TWO COPIES TO STATE DEPARTMENT OF SOCIAL WELFARE SACRAMENTO, CALIFORNIA	
FOR THE SUPPORT OF NEEDY AGED PERSONS			
MONTH OF <u>JANUARY</u> , 19 <u>46</u>		FISCAL YEAR	
(STATE USE ONLY)			
AMOUNT DUE FROM FEDERAL FUNDS FOR AID		FOR CURRENT MONTH COLUMN A	FOR PRIOR MONTHS COLUMN B
<hr/>			
1. TOTAL AID PAID (SAME AS ITEM 9, COL. 1, FORM AG 802) NUMBER OF AGED PERSONS: CURRENT MONTH <u>12</u> ; PRIOR MONTHS <u>1</u>		\$ 468.72	\$132.00
2. AMOUNT PAID TO AGED PERSONS INELIGIBLE FOR FEDERAL AID (TOTAL OF ITEMS B AND C, COL. 1, FORM AG 802) NUMBER OF PERSONS: CURRENT MONTH <u>3</u> ; PRIOR MONTHS <u>1</u>		\$ 128.00	\$ 95.00
3. TOTAL AID IN EXCESS OF \$40.00 PAID TO AGED PERSONS ELIGIBLE FOR FEDERAL AID (SAME AS ITEM 9, COL. 2, FORM AG 802).....		\$ 27.00	\$ 24.00
4. TOTAL OF ITEMS 2 AND 3.....		\$ 155.00	\$119.00
5. BASIS FOR FEDERAL PARTICIPATION (ITEM 1 MINUS ITEM 4).....		\$ 313.72	\$ 13.00
6. AMOUNT DUE FROM FEDERAL FUNDS FOR AID (1/2 OF ITEM 5) (SAME AS ITEM 9, COLUMN 3, FORM AG 802).....		\$ 156.86	\$ 6.50
7. FEDERAL SHARE OF ADJUSTMENTS (TOTAL COL. 6, FORM AG 803) \$.....		3.33	
8. FEDERAL SHARE OF CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COLUMN 9, FORM AG 804).....		\$ 27.50	
9. TOTAL OF ITEMS 7 AND 8.....		\$ 30.83	
10. AMOUNT DUE FROM FEDERAL FUNDS FOR AID (ITEM 6 MINUS ITEM 9) (BASIS FOR ADMINISTRATIVE EXPENSE CLAIM, SAME AS ITEMS 1 AND 4, FORM AG 807).....		\$ 126.03	\$ 6.50
11. FEDERAL SHARE OF COLLECTIONS (TOTAL COL. 8, FORM AG 805).....		\$ 10.35	
12. NET AMOUNT DUE FROM FEDERAL FUNDS FOR AID (ITEM 10 MINUS ITEM 11).....		\$ 115.68	
13. TOTAL AMOUNT DUE FROM FEDERAL FUNDS FOR AID (ITEM 12, COL. A PLUS ITEM 10, COL. B)		\$ 122.18	
<hr/>			
AMOUNT DUE FROM STATE FUNDS FOR AID			
14. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (SAME AS ITEM 9, COL. 4; FOR MONTHS PRIOR 7/1/43, SAME AS ITEM 9, COL. 3, FORM AG 802).....		\$ 275.30	\$104.59
15. STATE SHARE OF ADJUSTMENTS (TOTAL COL. 7, FORM AG 803)....		\$ 4.45	
16. STATE SHARE OF CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COL. 10, FORM AG 804).....		\$ 42.92	
17. STATE SHARE OF COLLECTIONS (TOTAL COL. 9, FORM AG 805)....		\$ 12.21	
18. TOTAL OF ITEMS 15, 16, AND 17.....		\$ 59.58	
19. NET AMOUNT DUE FROM STATE FUNDS FOR AID (ITEM 14 MINUS ITEM 18).....		\$ 215.72	
20. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (ITEM 19, COL. A PLUS ITEM 14, COL. B)		\$ 320.31	
<hr/>			
AMOUNTS FOR REPORTING PURPOSES ONLY		APPROVAL STAMP	
21. TOTAL ADJUSTMENTS (TOTAL COL. 5, FORM AG 803).....		\$ 10.00	
22. TOTAL CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COL. 7, FORM AG 804).....		\$ 75.00	
23. TOTAL COLLECTIONS (TOTAL COL. 6, FORM AG 805).....		\$ 25.00	
<hr/>			
STATE OF CALIFORNIA, COUNTY OF <u>XXX</u>) **			
I, <u>Jane Doe</u> , BEING DULY SWORN, DEPOSE AND SAY: THAT I AM THE COUNTY OFFICIAL RESPONSIBLE FOR THE ADMINISTRATION OF AID TO NEEDY AGED IN AND FOR THE SAID COUNTY; THAT ALL PRO- VISIONS OF CHAPTER 1 OF DIVISION III OF THE WELFARE AND INSTITUTIONS CODE, AND AMENDMENTS THERETO, AND TITLE 1 OF THE SOCIAL SECURITY ACT, AND AMENDMENTS THERETO, HAVE BEEN COMPLIED WITH TO THE BEST OF MY KNOWLEDGE AND BELIEF.			
SUBSCRIBED AND SWORN TO BEFORE ME THIS <u>seventh</u> DAY		SIGNATURE OF WELFARE DIRECTOR OR OFFICIAL IN CHARGE	
OF <u>February</u> , 19 <u>46</u>		TITLE <u>Director</u>	
_____ Mary Jones		APPROVED <u>Richard Roe</u>	
TITLE <u>Deputy County Clerk</u>		CHAIRMAN, BOARD OF SUPERVISORS	
I HEREBY CERTIFY, THAT WARRANTS COVERING ALL AMOUNTS DUE UNDER THE LAW HAVE BEEN ISSUED AND CHARGED TO FUNDS FOR AID IN ACCORDANCE WITH THE OLD AGE SECURITY LAW, CHAPTER 1 OF DIVISION III OF THE WELFARE AND IN- STITUTIONS CODE, AND AMENDMENTS THERETO.			
(SEAL)			
FORM AG 800, EFFECTIVE JANUARY 1, 1944 AFFIDAVIT TO ACCOMPANY MONTHLY VOUCHER AID PATROLL (FORM AG 801)		SIGNATURE OF COUNTY AUDITOR <u>John Smith</u>	
CREDIT VOUCHER CLAIM-AID			

(Section Continued on Next Page)

629-99 (Continued)

629-99

Form Ag 803 (revised)—October, 1944
Adjustment Schedule to Accompany
Monthly Aged Claim

REPORT OF ADJUSTMENTS

FROM XXXX COUNTY

SUBMIT TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

FORM Ag 803

FOR AID TO NEEDY AGED PERSONS

TO ACCOMPANY JANUARY 19 46, MONTHLY AGED CLAIM

(1) FAMILY NAME GIVEN	(2) STATE NUMBER	(3) PERIOD COVERED BY ADJUSTMENT	(4) REASON FOR ADJUSTMENT	(5) TOTAL AMOUNT OF ADJUSTMENT	(6) FEDERAL	(7) STATE	(8) COUNTY	(9) REMARKS
Dawson, Albert	1002	3/1/43 - 8/31/43	Excess Income	10.00	3.33	4.45	2.22	(See Sec. 672-50, Distribution of Adjustments Example A)

Form Ag 803 should be submitted for each repayment upon its receipt by the County and prior to its being reported on this schedule.

Form Ag 804 (revised)—August, 1943
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Cancellation Schedule to Accompany
Monthly Aged Claim

REPORT OF CANCELLED WARRANTS

FROM XXX COUNTY

Submit TWO copies to
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

FORM Ag 804

FOR AID TO NEEDY AGED PERSONS

TO ACCOMPANY JANUARY 19 46, MONTHLY AGED CLAIM

(Indicate Non-County Cases by (*), Non-Federal Cases by (**) and
Non-County Non-Federal Cases by (***) in Column 7.)

(1) FAMILY NAME GIVEN	(2) STATE NUMBER	(3) WARRANT NUMBER	(4) WARRANT DATE	(5) MONTH AND YEAR CLAIMED	(6) WARRANT AMOUNT	(7) TOTAL	(8) EXCESS	(9) FEDERAL	(10) STATE	(11) COUNTY	(12) Do Not Write in This Column
SMITH DICK	2	863	12/1/45	12/45	40.00	* 40.00					
CONNER BERENDA	6	638	6/1/45	6/45	20.00	**20.00					
WILSON COBINA	7	639	6/1/45	6/45	15.00	15.00					
TOTAL						75.00		27.50	42.92		

NOTE.—Current cancellations should be crossed off payroll and not included in totals.
The breakdown into Federal and State amounts should be omitted in regular cases; i.e., when there is participation by Federal, State and County Governments.

Form Ag 805 (revised)—March, 1940
(Formerly Ag 40)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Collection Schedule to Accompany
Monthly Aged Claim

REPORT OF COLLECTIONS

FROM XXXX COUNTY

SUBMIT TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO 14, CALIFORNIA

FORM Ag 805

FOR AID TO NEEDY AGED PERSONS

TO ACCOMPANY JANUARY 19 46, MONTHLY AGED CLAIM

(1) FAMILY NAME GIVEN	(2) STATE NUMBER	(3) DATE OF COLLECTION	(4) PERIOD COVERED BY COLLECTION	(5) REASON FOR COLLECTION	(6) TOTAL AMOUNT OF COLLECTION	(7) EXCESS	(8) FEDERAL	(9) STATE	(10) Do Not Write in This Column
Miller, George	2001	12/15/45	4/1/44-12/31/44	Voluntary	25.00	XX	10.35	12.21	(See Sec. 673-25, Distribution of Collections)

Form Ag 805 (formerly Ag 18 DFA) should be submitted for each collection upon its receipt by the County and prior to its being reported on this schedule.

(Section Continued on Next Page)

(Section Continued on Next Page)

STATE OF CALIFORNIA

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

RECAPITULATION SHEET

From XXX County

FOR AID TO NEEDY AGED PERSONS

Month of JANUARY, 1946

	COLUMN 1 TOTAL AID PAID UNDER THE OLD AGE SECURITY LAW (TOTAL COL. 4, FORM AG 801)	COLUMN 2 AMOUNT IN EX- CESS OF \$40.00 IN FEDERAL CASES (TOTAL COL. 5, FORM AG 801)	COLUMN 3 FEDERAL SHARE	COLUMN 4 STATE SHARE	COLUMN 5 COUNTY SHARE
A) TOTAL AND EXCESS AID (NON-FEDERAL, NON-COUNTY NON-FEDERAL, NON-COUNTY, AND REGULAR CASES) SHOW IN COLS. 1 & 2	\$ 468.72	\$ 27.00			
B) LESS: TOTAL OF NON- FEDERAL CASES SHOW IN COL. 1 (STATE SHARE IS 5/6 OF TOTAL, SHOW IN COL. 4; COUNTY SHARE IS 1/6 OF TOTAL, SHOW IN COL. 5)	\$ 78.00			\$ 65.00	\$ 13.00
C) LESS: TOTAL OF NON- COUNTY NON-FEDERAL CASES SHOW IN COL. 1 & 4	\$ 50.00			\$ 50.00	
D) TOTAL OF FEDERAL CASES (ITEM A MINUS ITEMS B & C, COL. 1)	\$ 340.72				
E) LESS: TOTAL AND EXCESS OF NON-COUNTY CASES SHOW IN COLS. 1 & 2 (FEDERAL SHARE IS TOTAL LESS EXCESS DIVIDED BY 2, SHOW IN COL. 3; STATE SHARE IS TOTAL LESS FEDERAL, SHOW IN COL. 4)	\$ 75.00	\$ 10.00	\$ 32.50	\$ 42.50	
F) TOTAL AND EXCESS OF REGULAR CASES ITEM D MINUS ITEM E, COL. 1 ITEM A MINUS ITEM E, COL. 2 (FEDERAL SHARE IS TOTAL LESS EXCESS DIVIDED BY 2, SHOW IN COL. 3; TOTAL (COL. 1-4) LESS FEDERAL (COL. 3) 5/6 OF RESULT EQUALS STATE SHARE, SHOW IN COL. 4-F; TOTAL (COL. 1-4) LESS FED- ERAL (COL. 3) 1/6 OF RESULT EQUALS COUNTY SHARE, SHOW IN COL. 5-F)	\$ 265.72	\$ 17.00	\$ 124.36	\$ 117.80	\$ 23.56
G) GRAND TOTALS	\$ 468.72	\$ 27.00	\$ 156.86	\$ 275.30	\$ 36.56
	SAME AS ITEM A. (AMOUNT CARRIED FORWARD TO ITEM 1 ON AFFIDAVIT, FORM AG 800)	SAME AS ITEM A. (AMOUNT CARRIED FOR- WARD TO ITEM 3 ON AFFIDAVIT, FORM AG 800)	ITEM E PLUS ITEM F. THIS TOTAL IS THE SAME AS TOTAL OF ITEM D, COL. 1 LESS EXCESS ITEM A, COL. 2, DIVIDED BY TWO. (AMOUNT CARRIED FORWARD TO ITEM 6 ON AFFIDAVIT, FORM AG 800)	ITEM B PLUS ITEMS C, E, AND F. (AMOUNT CARRIED FORWARD TO ITEM 14 ON AFFIDAVIT, FORM AG 800)	ITEM B PLUS ITEM F. (COUNTY USE ONLY)

FORM AG 802, EFFECTIVE JANUARY 1, 1946
RECAPITULATION SHEET TO ACCOMPANY
PAYROLL (FORM AG 801)

FORM AG 802

STATE OF CALIFORNIA

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

RECAPITULATION SHEET

From XXX County

FOR AID TO NEEDY AGED PERSONS

Month of JANUARY, 1946SUPPLEMENT FOR
PRIOR MONTHS

	COLUMN 1 TOTAL AID PAID UNDER THE OLD AGE SECURITY LAW (TOTAL COL. 4, FORM AG 801)	COLUMN 2 AMOUNT IN EX- CESS OF \$40.00 IN FEDERAL CASES (TOTAL COL. 5, FORM AG 801)	COLUMN 3 FEDERAL SHARE	COLUMN 4 STATE SHARE	COLUMN 5 COUNTY SHARE
A) TOTAL AND EXCESS AID (NON-FEDERAL, NON-COUNTY NON-FEDERAL, NON-COUNTY, AND REGULAR CASES) SHOW IN COLS. 1 & 2	\$ 132.00	\$ 24.00			
B) LESS: TOTAL OF NON- FEDERAL CASES SHOW IN COL. 1 (STATE SHARE IS 5/6 OF TOTAL, SHOW IN COL. 4; COUNTY SHARE IS 1/6 OF TOTAL, SHOW IN COL. 5)	\$ 95.00			\$ 79.17	\$ 15.83
C) LESS: TOTAL OF NON- COUNTY NON-FEDERAL CASES SHOW IN COL. 1 & 4	\$			\$	
D) TOTAL OF FEDERAL CASES (ITEM A MINUS ITEMS B & C, COL. 1)	\$ 37.00				
E) LESS: TOTAL AND EXCESS OF NON-COUNTY CASES SHOW IN COLS. 1 & 2 (FEDERAL SHARE IS TOTAL LESS EXCESS DIVIDED BY 2, SHOW IN COL. 3; STATE SHARE IS TOTAL LESS FEDERAL, SHOW IN COL. 4)	\$	\$	\$	\$	
F) TOTAL AND EXCESS OF REGULAR CASES ITEM D MINUS ITEM E, COL. 1 ITEM A MINUS ITEM E, COL. 2 (FEDERAL SHARE IS TOTAL LESS EXCESS DIVIDED BY 2, SHOW IN COL. 3; TOTAL (COL. 1-4) LESS FEDERAL (COL. 3) 5/6 OF RESULT EQUALS STATE SHARE, SHOW IN COL. 4-F; TOTAL (COL. 1-4) LESS FED- ERAL (COL. 3) 1/6 OF RESULT EQUALS COUNTY SHARE, SHOW IN COL. 5-F)	\$ 37.00	\$ 24.00	\$ 6.50	\$ 25.42	\$ 5.08
G) GRAND TOTALS	\$ 132.00	\$ 24.00	\$ 6.50	\$ 104.59	\$ 20.91
	SAME AS ITEM A. (AMOUNT CARRIED FORWARD TO ITEM 1 ON AFFIDAVIT, FORM AG 800)	SAME AS ITEM A. (AMOUNT CARRIED FOR- WARD TO ITEM 3 ON AFFIDAVIT, FORM AG 800)	ITEM E PLUS ITEM F. THIS TOTAL IS THE SAME AS TOTAL OF ITEM D, COL. 1 LESS EXCESS ITEM A, COL. 2, DIVIDED BY TWO. (AMOUNT CARRIED FORWARD TO ITEM 6 ON AFFIDAVIT, FORM AG 800)	ITEM B PLUS ITEMS C, E, AND F. (AMOUNT CARRIED FORWARD TO ITEM 14 ON AFFIDAVIT, FORM AG 800)	ITEM B PLUS ITEM F. (COUNTY USE ONLY)

FORM AG 802, EFFECTIVE JANUARY 1, 1946
RECAPITULATION SHEET TO ACCOMPANY
PAYROLL (FORM AG 801)

FORM AG 802

629-99 (Continued)

629-99

FORM BL 800

STATE OF CALIFORNIA

AID AFFIDAVIT

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

FROM XXX COUNTY
FOR THE SUPPORT OF BLIND PERSONS
MONTH OF APRIL, 1946 FISCAL YEAR
(STATE USE ONLY)

AMOUNT DUE FROM FEDERAL FUNDS FOR AID	FOR CURRENT MONTH COLUMN A	FOR PRIOR MONTHS COLUMN B
1. TOTAL AID PAID (SAME AS ITEM 9, COL. 1, FORM BL 802) NUMBER OF BLIND PERSONS: CURRENT MONTH <u>11</u> ; PRIOR MONTHS <u>1</u>	\$ 531.00	\$ 150.00
2. AMOUNT PAID TO BLIND PERSONS INELIGIBLE FOR FEDERAL AID (SAME AS TOTAL ITEMS B & C, COL. 1, FORM BL 802) NUMBER OF PERSONS: CURRENT MONTH <u>4</u> ; PRIOR MONTHS <u>1</u>	\$ 167.67	\$ 125.00
3. TOTAL AID IN EXCESS OF \$40 PAID TO BLIND PERSONS ELIGIBLE FOR FEDERAL AID (SAME AS ITEM 9, COL. 2, FORM BL 802).. <u>\$</u> 83.33		\$ 22.50
4. TOTAL OF ITEMS 2 AND 3.....	\$ 251.00	\$ 147.50
5. BASIS FOR FEDERAL PARTICIPATION (ITEM 1 MINUS ITEM 4).....	\$ 280.00	\$ 2.50
6. AMOUNT DUE FROM FEDERAL FUNDS FOR AID (1/2 OF ITEM 5) (SAME AS ITEM 9, COL. 3, FORM BL 802).....	\$ 140.00	\$ 1.25
7. FEDERAL SHARE OF ADJUSTMENTS (TOTAL COL. 7, FORM BL 803).. <u>\$</u> 26.25		
8. FEDERAL SHARE OF CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COL. 9, FORM BL 804).....	\$ 20.00	
9. FEDERAL SHARE OF COLLECTIONS (TOTAL COL. 8, FORM BL 805, FORMERLY BL 21).....	\$ 5.00	
10. TOTAL OF ITEMS 7, 8, AND 9.....	\$ 51.25	
11. NET AMOUNT DUE FROM FEDERAL FUNDS FOR AID (ITEM 6 MINUS ITEM 10).. <u>\$</u> 88.75		
12. TOTAL AMOUNT DUE FROM FEDERAL FUNDS FOR AID (ITEM 11, COL. A PLUS ITEM 6, COL. B)		\$ 90.00

AMOUNT DUE FROM STATE FUNDS FOR AID	
13. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (SAME AS ITEM 9, COL. 4, FORM BL 802).....	\$ 255.50
14. STATE SHARE OF ADJUSTMENTS (TOTAL COL. 8, FORM BL 803).. <u>\$</u> 29.38	\$ 74.38
15. STATE SHARE OF CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COL. 10, FORM BL 804).....	\$ 43.75
16. STATE SHARE OF COLLECTIONS (TOTAL COL. 9, FORM BL 805, FORMERLY BL 21).....	\$ 2.50
17. TOTAL OF ITEMS 14, 15, AND 16.....	\$ 75.63
18. NET AMOUNT DUE FROM STATE FUNDS FOR AID (ITEM 13 MINUS ITEM 17)....	\$ 179.87
19. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (ITEM 18, COL. A PLUS ITEM 13, COL. B)	\$ 254.25

AMOUNTS FOR REPORTING PURPOSES ONLY	APPROVAL STAMP
20. TOTAL ADJUSTMENTS (TOTAL COL. 5, FORM BL 803).....	\$85.00
21. TOTAL CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COL. 7, FORM BL 804).. <u>\$</u> 107.50	
22. TOTAL COLLECTIONS (TOTAL COL. 6, FORM BL 805, FORMERLY BL 21).....	\$ 10.00

STATE OF CALIFORNIA, COUNTY OF XXX ss I, Jane Doe
BEING DULY SWORN, DEPOSE AND SAY: THAT I AM THE COUNTY OFFICIAL RESPONSIBLE FOR THE ADMINISTRATION OF AID TO THE
BLIND IN AND FOR THE SAID COUNTY; THAT ALL PROVISIONS OF CHAPTERS 1 AND 3 OF PART 1 OF DIVISION V OF THE WELFARE
AND INSTITUTIONS CODE, AND AMENDMENTS THERETO, AND TITLE I OF THE SOCIAL SECURITY ACT, AND AMENDMENTS THERETO,
HAVE BEEN COMPLIED WITH TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SUBSCRIBED AND SWORN TO BEFORE ME THIS sixth DAY May, 1946 TITLE Director
Mary Jones SIGNATURE OF WELFARE DIRECTOR OR OFFICIAL IN CHARGE

APPROVED Richard Roe
CHAIRMAN, BOARD OF SUPERVISORS
TITLE Deputy County Clerk

I HEREBY CERTIFY, THAT WARRANTS COVERING ALL AMOUNTS DUE UNDER THE LAWS HAVE BEEN ISSUED AND CHARGED TO
FUNDS FOR AID IN ACCORDANCE WITH THE BLIND LAWS, CHAPTERS 1 AND 3 OF PART 1 OF DIVISION V OF THE WELFARE AND
INSTITUTIONS CODE, AND AMENDMENTS THERETO.

(SEAL)
FORM BL 800, EFFECTIVE JANUARY 1, 1944
AFFIDAVIT TO ACCOMPANY MONTHLY VOUCHER
AID PAYROLL (FORM BL 801)

John Smith
SIGNATURE OF COUNTY AUDITOR

CREDIT VOUCHER CLAIM-AID

(Section Continued on Next Page)

(Section Continued on Next Page)

STATE OF CALIFORNIA

FORWARD TWO COPIES TO THE
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIAFROM XXX COUNTY
STATE AID FOR
CARE OF FORMER GAS RECIPIENTS IN COUNTY INSTITUTION
(AS PROVIDED UNDER SECTION 2160.7 OF THE WELFARE AND INSTITUTIONS CODE)
MONTH OF January, 1946 FISCAL YEAR
(DO NOT WRITE IN THIS SPACE)

	FOR CURRENT MONTH COLUMN A	FOR PRIOR MONTHS COLUMN B
1. Total aid aged persons were receiving under the Old Age Security Law at time of entrance into County Institution. (Total of Columns 3A and 4A, Form Ag 801-H) Number of Persons: Current Month <u>4</u> : Prior Months <u>2</u>	\$ 151.62	\$ 10.00
2. Basis for State share - Regular cases (Total Column 3B, Form Ag 801-H)	\$ 47.91	\$ 10.00
3. State share regular cases (5/6 of Item 2)	\$ 39.93	\$ 8.33
4. State share non-county cases (Col. 4B, Form Ag 801-H)	\$ 47.91	\$
5. Amount due from State funds (Item 3 plus Item 4)	\$ 87.84	\$ 8.33
6. Less: State share of Adjustments (Total Col. 8, Form Ag 803).	\$ 0.00	
7. Net Amount due from State funds (Item 5 less Item 6)	\$ 87.84	
8. TOTAL AMOUNT DUE FROM STATE FUNDS (Item 7, Col. A plus Item 5, Col. B)		\$ 96.17

STATE OF CALIFORNIA, COUNTY OF XXX ss.I, Richard Roe, BEING DULY SWORN, DEPOSE AND SAY: THAT I AM THE CHAIRMAN OF THE BOARD OF SUPERVISORS OF THE AFORESAID COUNTY, AND THAT THE AUTHORITIES OF THIS COUNTY HAVE COMPLIED WITH ALL PROVISIONS OF CHAPTER 1 OF DIVISION III OF THE WELFARE AND INSTITUTIONS CODE, AND AMENDMENTS THERE TO, UNDER WHICH THIS CLAIM IS FILED, TO THE BEST OF MY KNOWLEDGE AND BELIEF.SUBSCRIBED AND SWORN TO BEFORE ME THIS seventh DAY
OF February, 1946John Jones
TITLE Deputy County ClerkRichard Roe
CHAIRMAN, BOARD OF SUPERVISORS

I HEREBY CERTIFY THAT THE RECORDS OF THIS COUNTY INDICATE THAT THE AMOUNTS CLAIMED ARE DUE AND OWING THE COUNTY FROM THE STATE OF CALIFORNIA UNDER SECTION 2160.7 OF THE WELFARE AND INSTITUTIONS CODE.

Allen Smith
SIGNATURE OF COUNTY AUDITORFORM AG 800-H, EFFECTIVE SEPT. 15, 1945
AFFIDAVIT TO ACCOMPANY MONTHLY
COUNTY INSTITUTIONAL CLAIM (FORM AG 801-H)

FORM AG 800-H

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

FORWARD TWO COPIES TO THE
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIACLAIM FOR STATE AID FOR CARE OF FORMER O.A.S. RECIPIENTS
IN COUNTY INSTITUTION

(AS PROVIDED UNDER SECTION 2160.7 OF THE WELFARE AND INSTITUTIONS CODE)

BY XXX COUNTY, CALIFORNIA
FOR THE MONTH OF JANUARY, 1946

1 NAME		STATE NUMBER	3 REGULAR CASES		4 NON-COUNTY CASES		5
			-A- TOTAL	-B- BASIS FOR STATE SHARE	-A- TOTAL	-B- STATE SHARE	
FAMILY GIVEN			AMOUNT OF GAS AGED PERSONS WERE RECEIVING AT TIME OF EN- TRANCE INTO COUNTY INSTI- TUTION. (NOT TO EXCEED \$50.00 A MONTH)	TOTAL COL. 3A LESS FEDERAL SHARE IF GAS HAD BEEN PAID. (SEE MANUAL OF POLICIES & PRO- CEDURES SEC. 627-25 COUNTY INSTITUTIONAL CLAIM.)	AMOUNT OF GAS AGED PERSONS WERE RECEIVING AT TIME OF EN- TRANCE INTO COUNTY INSTI- TUTION. (NOT TO EXCEED \$50.00 A MONTH)	TOTAL COL. 4A LESS FEDERAL SHARE IF GAS HAD BEEN PAID. (SEE MANUAL OF POLICIES & PRO- CEDURES SEC. 627-25 COUNTY INSTITUTIONAL CLAIM.)	
Miller	Sally	1	50.00	30.00			(See Example C, Sec. 627-25, County Insti- tutional Claim.)
Jones	Stella	2			50.00	30.00	"
Williams	James	3	25.81	17.91			(See Example D, Sec. 627-25.)
Adams	Henry	4			25.81	17.91	"
SUPPLEMENT FOR PRIOR MONTHS							
December 1945							
Miller	Sally	1	10.00	10.00			(See Sec. 626-50, Supplemental Aid Claims.)

FORM AG 801-H, EFFECTIVE SEPT. 15, 1945
CLAIM TO ACCOMPANY AFFIDAVIT (FORM AG 800-H)

PAGE NO. _____

FORM AG 801-H

(Section Continued on Next Page)

STATE OF CALIFORNIA
Form BL 801—Effective January 1, 1944
Pay Roll as per County Warrant Register
to Accompany Affidavit Form BL 100 for
Federal and State Grants of Blind AidDEPARTMENT OF SOCIAL WELFARE
Forward TWO copies to the
State Department of Social Welfare
Sacramento

Form BL 801

CLAIM FOR FEDERAL AND STATE AID TO THE BLIND

PAID BY XXX COUNTY, CALIFORNIAMonth of APRIL, 1946

WARRANTS DATED

APRIL 1, 1946

(Indicate Non-County Cases by (*), Non-Federal Cases by (**) and Non-County Non-Federal Cases by (***) in Column 4)

1	2	3	4	5	6	7	8	9
NAME		STATE NUMBER	TOTAL AID PAID UNDER THE BLIND LAWS (Not to Exceed \$50 Per Month)	AMOUNT IN EXCESS OF \$40 ON FEDERAL CASES	FEDERAL SHARE NON-COUNTY CASES	STATE SHARE NON-COUNTY AND NON-FEDERAL CASES	DO NOT WRITE IN THIS SPACE	WARRANT NUMBER
Family	Given							
JONES,	Thomas	1	60.00	20.00			(See Sec. 627-50, Apportionment of Grants on Pay Rolls or Claims.)	100
BROWN,	Helen	2	52.50	12.50				101
WHITE,	John	3	*60.00	20.00				102
REDSTONE,	Peter	4	45.00	5.00				103
BRAMMER,	Leon	5	***60.00					104
CRABBE,	Wm.	6	*40.00					105
SMITH,	Harold	7	**47.50					106
BLACK,	Edward	8	60.00	20.00				107
STONE,	Edwin	9	**25.00					4/17/46
WHEELER,	James	10	45.83	5.83			(See Example B, Sec. 627-45, Partial Months' Claims - Cases for State and Federal Participation.)	108
								4/17/46
CECIL,	John	11	**35.17				" Example C	110
								4/17/46

Page No. _____

STATE OF CALIFORNIA
Form BL 801—Effective January 1, 1944
Pay Roll as per County Warrant Register
to Accompany Affidavit Form BL 100 for
Federal and State Grants of Blind AidDEPARTMENT OF SOCIAL WELFARE
Forward TWO copies to the
State Department of Social Welfare
Sacramento

Form BL 801

CLAIM FOR FEDERAL AND STATE AID TO THE BLIND

PAID BY XXX COUNTY, CALIFORNIAMonth of APRIL, 1946

WARRANTS DATED

SUPPLEMENT FOR PRIOR MONTHS

see Col. 9

(Indicate Non-County Cases by (*), Non-Federal Cases by (**) and Non-County Non-Federal Cases by (***) in Column 4)

1	2	3	4	5	6	7	8	9
NAME	STATE NUMBER	TOTAL AID PAID UNDER THE BLIND LAWS (Not to Exceed \$50 Per Month)	AMOUNT IN EXCESS OF \$40 ON FEDERAL CASES	FEDERAL SHARE NON-COUNTY CASES	STATE SHARE NON-COUNTY AND NON-FEDERAL CASES	DO NOT WRITE IN THIS SPACE	WARRANT NUMBER	
Family	Given							
						(See Sec. 626-50, Supplemental Aid Claims, and Sec. 627-30, Federal Participation.)		
BROWN, Helen	2	** 5.00				(Case #2 represents appeal to SSWB for retroactive ANB increase from 37.50 to 42.50 October and November 1945 and increase from 42.50 to 52.50 December 1945 & January 1946.) Appeal signed January 5, 1946.	101 4/1/46	
			OCTOBER, 1945					
BROWN, Helen	2	5.00	2.50				101 4/1/46	
			DECEMBER, 1945					
BROWN, Helen	2	10.00	10.00				101 4/1/46	
			JANUARY, 1946					
BROWN, Helen	2	10.00	10.00				101 4/1/46	
			FEBRUARY, 1946					
BLACK, Edward	8	**60.00				(Case #6 represents retroactive aid paid under the 90 day law)	107 4/17/46	
			MARCH, 1946					
BLACK, Edward	8	**60.00					107 4/17/46	
Note: Individual warrants for each case may be issued separately.								
each month or one warrant the amount paid for each month to be reported								

Note: Individual warrants for each month or one warrant covering all months for each case may be issued, the amount paid for each month to be reported separately.

Page No. _____

Sec. 629-99 County Aid Claim Forms

629-99

FORM BL 803 (revised)—December, 1941
(FORMERLY BL 42-DFA)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Adjustment Schedule to Accompany
Monthly Blind Claim

REPORT OF ADJUSTMENTS

FROM XXXXX COUNTY

SUBMIT TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO 14, CALIFORNIA

FORM BL 803

FOR AID TO NEEDY BLIND PERSONS

To ACCOMPANY April 1945, MONTHLY BLIND CLAIM

(1) NAME GIVEN	(2) STATE NUMBER	(3) PERIOD COVERED BY ADJUSTMENT	(4) REASON FOR ADJUSTMENT	(5) TOTAL AMOUNT OF ADJUSTMENT	(6) EXCESS	(7) FEDERAL	(8) STATE	(9) Do Not Write in This Column
Brown, Edward	50	4/45 - 6/45	Responsible Relative Contribution	25.00	12.50	6.25	9.38	(See Sec. 672-50, Distribution of Adjustments, Example B)
Smith, John	100	10/1/45-10/31/45	Excess Personal Property	50.00	20.00	20.00	20.00	(See Sec. 672-50, Distribution of Adjustments, Example C)
TOTALS				85.00	32.50	26.25	29.38	

Form BL 47-DFA should be submitted for each repayment upon its receipt by the County and prior to its being reported on this schedule.

FORM BL 804 (revised)—August, 1943
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Cancellation Schedule to Accompany
Monthly Blind Claim

REPORT OF CANCELLED WARRANTS

FROM XXX COUNTY

Submit TWO copies to
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

(Indicate Non-County Cases by (*), Non-Federal Cases by (**),
Non-County Non-Federal Cases by (***) in Column 7.)

FORM BL 804

FOR AID TO THE BLIND

To ACCOMPANY APRIL 1946, MONTHLY BLIND CLAIM

(1) NAME GIVEN	(2) STATE NUMBER	(3) WARRANT NUMBER	(4) WARRANT DATE	(5) MONTH AND YEAR CLAIMED	(6) WARRANT AMOUNT	(7) AMOUNT OF CANCELLATION					(12) Do Not Write in This Column
						TOTAL	EXCESS	FEDERAL	STATE	COUNTY	
JONES Thomas	1	189	12/1/45	12/45	60.00	60.00	20.00				
SMITH Harold	7	187	12/1/45	12/45	47.50	47.50**					
TOTAL						107.50	20.00	20.00	43.75	43.75	

NOTE.—Current cancellations should be crossed off payroll and not included in totals.
The breakdowns into Federal and State amounts should be omitted in regular cases; i.e., when there is participation by Federal, State and County Governments.

FORM BL 805, formerly
FORM BL 21 (Revised)—November, 1939
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Collection Schedule to Accompany
Monthly Aged Claim

REPORT OF COLLECTIONS

FROM XXX COUNTY

Submit two copies to
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

FORM BL 805

FOR AID TO THE BLIND

To ACCOMPANY APRIL 1946, MONTHLY AGED CLAIM

(1) NAME GIVEN	(2) STATE NUMBER	(3) DATE OF COLLECTION	(4) PERIOD COVERED BY COLLECTION	(5) REASON FOR COLLECTION	(6) TOTAL AMOUNT OF COLLECTION	(7) EXCESS	(8) FEDERAL	(9) STATE	(10) Do Not Write in This Column
SMITH Harry	12	4/19/46	8/1/45 - 9/30/45	Overpayment	10.00	-	5.00	2.50	2.50 (See Section 673-25 Distribution of Collections.)

(Section Continued on Next Page)

(Section Continued on Next Page)

STATE OF CALIFORNIA

FORWARD TWO COPIES TO THE
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

FORM BL 801-H

FROM XXX COUNTY
STATE AID FOR
CARE OF FORMER AND RECIPIENTS IN COUNTY INSTITUTION
(AS PROVIDED UNDER SECTION 3044.1 OF THE WELFARE AND INSTITUTIONS CODE)
MONTH OF JANUARY, 1946 FISCAL YEAR
(DO NOT WRITE IN THIS SPACE)

	FOR CURRENT MONTH COLUMN A	FOR PRIOR MONTHS COLUMN B
1. Total aid Blind persons were receiving under the Aid to Needy Blind Law at time of entrance to County Institution (Total of Columns 3A and 4A, Form Bl 801-H) Number of Persons: Current Month <u>4</u> ; Prior Months <u>1</u>	\$ 185.80	\$ 10.00
2. Basis for State share - Regular cases (Total Column 3B, Form Bl 801-H)	\$ 66.45	\$ 10.00
3. State share regular cases (1/2 of Item 2).	\$ 33.23	\$ 5.00
4. State share non-county cases (Col. 4B, Form Bl 801-H)	\$ 66.45	\$
5. Amount due from State funds (Item 3 plus Item 4)	\$ 99.68	\$ 5.00
6. Less: State share of Adjustments (Total Col. 8, Form Bl 803)	\$ ---	
7. Net Amount due from State funds (Item 5 less Item 6)	\$ 99.68	
8. TOTAL AMOUNT DUE FROM STATE FUNDS (Item 7, Col. A plus Item 5, Col. B)	\$ 104.68	

STATE OF CALIFORNIA, COUNTY OF XXX) SS.

I, Richard Roe, BEING DULY SWORN, DEPOSE AND SAY: THAT I AM THE CHAIRMAN OF THE BOARD OF SUPERVISORS OF THE AFORESAID COUNTY, AND THAT THE AUTHORITIES OF THIS COUNTY HAVE COMPLIED WITH ALL PROVISIONS OF CHAPTER 1 OF PART 1 OF DIVISION 9 OF THE WELFARE AND INSTITUTIONS CODE, AND AMENDMENTS THERETO, UNDER WHICH THIS CLAIM IS FILED, TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SUBSCRIBED AND SWORN TO BEFORE ME THIS 7th DAY
OF February, 1946

Mary Jones
TITLE Deputy County Clerk

Richard Roe
CHAIRMAN, BOARD OF SUPERVISORS

I HEREBY CERTIFY THAT THE RECORDS OF THIS COUNTY INDICATE THAT THE AMOUNTS CLAIMED ARE DUE AND OWING THE COUNTY FROM THE STATE OF CALIFORNIA UNDER SECTION 3044.1 OF THE WELFARE AND INSTITUTIONS CODE.

John Smith
SIGNATURE OF COUNTY AUDITOR

FORM BL 800-H, JULY, 1945
AFFIDAVIT TO ACCOMPANY MONTHLY
COUNTY INSTITUTIONAL CLAIM
(FORM BL 801-H)

CASH CLAIM-AID

STATE OF CALIFORNIA

FORM BL 801H-JULY, 1945
CLAIM TO ACCOMPANY AFFIDAVIT
(FORM BL 800-H)

DEPARTMENT OF SOCIAL WELFARE

FORWARD TWO COPIES TO THE
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

FORM BL 801-H

CLAIM FOR STATE AID FOR CARE OF FORMER AND RECIPIENTS
IN COUNTY INSTITUTION

(AS PROVIDED UNDER SECTION 3044.1 OF THE WELFARE AND INSTITUTIONS CODE)

BY XXX COUNTY, CALIFORNIA
FOR THE MONTH OF JANUARY, 1946

1 NAME	2 STATE NUMBER	3 REGULAR CASES -A- TOTAL -B- BASIS FOR STATE SHARE		4 NON-COUNTY CASES -A- TOTAL -B- STATE SHARE		5
FAMILY GIVEN		AMOUNT OF AID PERSON WAS RECEIVING AT TIME OF ENTRANCE TO COUNTY INSTITUTION (NOT TO EXCEED \$60 A MONTH)	TOTAL COL. 3A LESS FEDERAL SHARE IF AID HAD BEEN PAID. (SEE MANUAL OF POLICIES & PROCEDURES SEC. 627-25 COUNTY INSTITUTIONAL CLAIM)	AMOUNT OF AID PERSON WAS RECEIVING AT TIME OF ENTRANCE TO COUNTY INSTITUTION (NOT TO EXCEED \$60 A MONTH.)	TOTAL COL. 4A LESS FEDERAL SHARE IF AID HAD BEEN PAID (SEE MANUAL OF POLICIES & PROCEDURES SEC. 627-25 COUNTY INSTITUTIONAL CLAIM.)	DO NOT WRITE IN THIS SPACE
Brown, George	1	60.00	40.00			(SEE SEC. 627-25 COUNTY INSTITUTIONAL CLAIM)
Nix, Florence	2			60.00	40.00	CASES #1 & 2 ILLUSTRATE FULL MONTH INSTITUTIONAL CLAIM \$60 GRANT
Wright, Frank	3	32.90	26.45			
Frost, Helen	4			32.90	26.45	CASES #3 & 4 ILLUSTRATE PARTIAL MONTH INSTITUTIONAL CLAIM BECAUSE OF RESTORATION TO AID ON 1/18/46. \$60 GRANT
		Supplement for prior months December 1945				
Brown, George	1	10.00	10.00			(SEE SEC. 626-50 SUPPLEMENTAL AID CLAIMS.) THIS CASE ILLUSTRATES RETROACTIVE AID TO COVER UNDER CLAIM FOR DECEMBER.

(Section Continued on Next Page)

STATE OF CALIFORNIA

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

RECAPITULATION SHEET

From XXX County

FOR AID TO THE BLIND

For month of APRIL, 19 46

	COLUMN 1 Total Aid Paid Under the Blind Laws (TOTAL COL. 4, FORM HL 801)	COLUMN 2 Amount in Excess of \$40.00 in Federal Cases (TOTAL COL. 5, FORM HL 801)	COLUMN 3 Federal Share	COLUMN 4 State Share	COLUMN 5 County Share
A) TOTAL AND EXCESS AID (non-federal, non-county, non-county non-federal, and regular cases) SHOW IN COLS. 1 & 2	\$ 531.00	\$ 83.33			
B) LESS: TOTAL OF NON-FEDERAL CASES SHOW IN COL. 1 (STATE SHARE IS $\frac{1}{2}$ OF TOTAL, SHOW IN COL. 4; COUNTY SHARE IS $\frac{1}{2}$ OF TOTAL, SHOW IN COL. 5)	\$ 107.67			\$ 53.84	\$ 53.83
C) LESS: TOTAL OF NON-COUNTY NON-FEDERAL CASES SHOW IN COLS. 1 & 4	\$ 60.00			\$ 60.00	
D) TOTAL OF FEDERAL CASES (ITEM A MINUS ITEMS B & C, COL. 1)	\$ 363.33				
E) LESS: TOTAL AND EXCESS OF NON-COUNTY CASES SHOW IN COLS. 1 & 2 (FEDERAL SHARE IS TOTAL LESS EXCESS DIVIDED BY 2, SHOW IN COL. 3; STATE SHARE IS TOTAL LESS FEDERAL, SHOW IN COL. 4)	\$ 100.00	\$ 20.00	\$ 40.00	\$ 60.00	
F) TOTAL AND EXCESS OF REGULAR CASES ITEM D MINUS ITEM E, COL. 1 ITEM A MINUS ITEM E, COL. 2 (FEDERAL SHARE IS TOTAL LESS EXCESS DIVIDED BY 2, SHOW IN COL. 3; STATE SHARE IS TOTAL LESS FEDERAL DIVIDED BY 2, SHOW IN COL. 4; COUNTY SHARE IS TOTAL LESS FEDERAL DIVIDED BY 2, SHOW IN COL. 5)	\$ 263.33	\$ 63.33	\$ 100.00	\$ 81.66	\$ 81.67
G) GRAND TOTALS	\$ 531.00	\$ 83.33	\$ 140.00	\$ 255.50	\$ 135.50
	SAME AS ITEM A (AMOUNT CARRIED FORWARD TO ITEM 1 ON AFFIDAVIT, FORM HL 800)	SAME AS ITEM A (AMOUNT CARRIED FORWARD TO ITEM 3 ON AFFIDAVIT, FORM HL 800)	ITEM E PLUS ITEM F. THIS TOTAL IS THE SAME AS TOTAL OF ITEM D, COL. 1 LESS EXCESS ITEM A, COLUMN 2, DIVIDED BY TWO. (AMOUNT CARRIED FORWARD TO ITEM 6 ON AFFIDAVIT, FORM HL 800)	ITEM B PLUS ITEMS C, E, AND F. (AMOUNT CARRIED FORWARD TO ITEM 13 ON AFFIDAVIT, FORM HL 800.)	ITEM B PLUS ITEM F. (COUNTY USE ONLY)

FORM HL 802, EFFECTIVE JANUARY 1, 1944
RECAPITULATION SHEET
TO ACCOMPANY PAY ROLL (FORM HL 801)
FOR FEDERAL AND STATE GRANTS OF BLIND AID

FORM HL 802

STATE OF CALIFORNIA

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

RECAPITULATION SHEET

From XXX County

FOR AID TO THE BLIND

For month of APRIL, 19 46

SUPPLEMENT FOR PRIOR MONTHS

	COLUMN 1 Total Aid Paid Under the Blind Laws (TOTAL COL. 4, FORM HL 801)	COLUMN 2 Amount in Excess of \$40.00 in Federal Cases (TOTAL COL. 5, FORM HL 801)	COLUMN 3 Federal Share	COLUMN 4 State Share	COLUMN 5 County Share
A) TOTAL AND EXCESS AID (Non-federal, non-county, non-county non-federal, and regular cases) SHOW IN COLS. 1 & 2	\$ 150.00	\$ 22.50			
B) LESS: TOTAL OF NON-FEDERAL CASES SHOW IN COL. 1 (STATE SHARE IS $\frac{1}{2}$ OF TOTAL, SHOW IN COL. 4; COUNTY SHARE IS $\frac{1}{2}$ OF TOTAL, SHOW IN COL. 5)	\$ 125.00			\$ 62.50	\$ 62.50
C) LESS: TOTAL OF NON-COUNTY NON-FEDERAL CASES SHOW IN COLS. 1 & 4	\$			\$	
D) TOTAL OF FEDERAL CASES (ITEM A MINUS ITEMS B & C, COL. 1)	\$ 25.00				
E) LESS: TOTAL AND EXCESS OF NON-COUNTY CASES SHOW IN COLS. 1 & 2 (FEDERAL SHARE IS TOTAL LESS EXCESS DIVIDED BY 2, SHOW IN COL. 3; STATE SHARE IS TOTAL LESS FEDERAL, SHOW IN COL. 4)	\$	\$	\$	\$	
F) TOTAL AND EXCESS OF REGULAR CASES ITEM D MINUS ITEM E, COL. 1 ITEM A MINUS ITEM E, COL. 2 (FEDERAL SHARE IS TOTAL LESS EXCESS DIVIDED BY 2, SHOW IN COL. 3; STATE SHARE IS TOTAL LESS FEDERAL DIVIDED BY 2, SHOW IN COL. 4; COUNTY SHARE IS TOTAL LESS FEDERAL DIVIDED BY 2, SHOW IN COL. 5)	\$ 25.00	\$ 22.50	\$ 1.25	\$ 11.88	\$ 11.87
G) GRAND TOTALS	\$ 150.00	\$ 22.50	\$ 1.25	\$ 74.38	\$ 74.37
	SAME AS ITEM A (AMOUNT CARRIED FORWARD TO ITEM 1 ON AFFIDAVIT, FORM HL 800)	SAME AS ITEM A (AMOUNT CARRIED FORWARD TO ITEM 3 ON AFFIDAVIT, FORM HL 800)	ITEM E PLUS ITEM F. THIS TOTAL IS THE SAME AS TOTAL OF ITEM D, COL. 1 LESS EXCESS ITEM A, COLUMN 2, DIVIDED BY TWO. (AMOUNT CARRIED FORWARD TO ITEM 6 ON AFFIDAVIT, FORM HL 800)	ITEM B PLUS ITEMS C, E, AND F. (AMOUNT CARRIED FORWARD TO ITEM 13 ON AFFIDAVIT, FORM HL 800.)	ITEM B PLUS ITEM F. (COUNTY USE ONLY)

FORM HL 802, EFFECTIVE JANUARY 1, 1944
RECAPITULATION SHEET
TO ACCOMPANY PAY ROLL (FORM HL 801)
FOR FEDERAL AND STATE GRANTS OF BLIND AID

FORM HL 802

629-99 (Continued)

(buntire3) 629-99

FORM CA 801

FORM CA-801 (revised)—September, 1942

(Formerly CA 27-DFA)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFAREPayroll as per county warrant register to accompany affidavit
Form CA-800 for Federal and State Aid to Needy ChildrenForward TWO copies to
STATE DEPARTMENT OF SOCIAL WELFARE
Sacramento, CaliforniaWarrants Dated JANUARY 2, 1946

(Except as otherwise shown in Column 7)

CLAIM FOR FEDERAL AND STATE AID TO NEEDY CHILDREN

(Excluding aid paid under Section 1556.5 of the Welfare and Institutions Code)

Paid by XXX County, CaliforniaFor the Month of January, 1946

(INDICATE NON-COUNTY CASES BY (*) IN COLUMNS 5 AND 6)

(1) STATE NUMBER	(2) NAMES OF PAYEE NAMES OF CHILDREN FAMILY GIVEN	(3) NO. OF CHILDREN		(4) WARRANT AMOUNT	(5) BASIS FOR STATE PARTICIPATION		(6) BASIS FOR FEDERAL PARTICI- PATION	(7) REMARKS	(8) WARRANT NUMBER
		(A) EL.	(B) INEL.		(A) EL. TO FEDERAL	(B) INEL. TO FEDERAL			
1	Elizabeth White Smith, Andrew Harry Jeen	2	1	61.50	41.00	20.50	30.00	(See Sec. 627-20, Appor- tionment of Grants on Pay Rolls or Claims - AMC, Item A.)	500
2	Fannie Black Black, Flora Laura Robert Jones, Jane Roy	5		90.00	90.00		66.00	(See Sec. 627-90, Two or More Family Budget Units in One Household.)	501
3	Sarah White White, Floyd Jack Arlene Robert	3	1	91.40	68.90	22.50	42.00	(See Sec. 627-20, Appor- tionment of Grants on Pay Rolls or Claims - AMC, Item D; and Sec. 627-90, Two or More Family Budget Units in One Household.)	502
4	Ide Allen Allen, Helen Mabel Sally Lawrence	4		60.00	60.00		54.00	(See Sec. 627-20, Appor- tionment of Grants on Pay Rolls or Claims - AMC, Item E; Sec. 627-90, Federal Participation; and Sec. 627-90, Two or More Family Budget Units in One Household.)	503
5	John Robert Robert, Joan* Susan William	2	1	85.00	*28.50 31.50	22.50	*12.00 18.00	(See Sec. 627-30, Federal Participation)	504
6	Helen Frye Frye, Alice Jeen Elma	2	1	43.87	30.00	13.87	30.00	(Warrant dated 1/14/46) (See Example G, Sec. 627-45, Partial Months' Claims - Bases for State and Federal Participation.)	505
7	Alice Hicks Hicks, John	1		24.00	24.00		18.00	(See Example D, Sec. 627-50, Computation of Payments When Child Transfers Between a Private Home and Boarding Home or Institution.)	506
8	Mary French French, Elsie	1		15.97	15.97		15.97	(Example E)	507
9	Ellen Hughes Hughes, Opal	1		17.03	17.03		17.03	(Example F)	508
10	Elizabeth Nielsen Nielsen, Winifred Ruth Mary	3		40.00	40.00		40.00	(Warrant dated 1/16/46) (See Example A, Sec. 627-85, Federal Participa- tion when an Additional Child Becomes Eligible for Aid During Month.)	509
11	Leslie Sierra Sierra, Jack Florence Norman	3		70.00	70.00		42.00	(Example B.)	510
12	Ann Ridge Ridge, Mary Louise Sarah	3		45.00 6.38	51.38		36.38	(Warrant Dated 1/17/46) (Example C)	511 512
13	James Blake Blake, Arthur Myrtle	1	1	54.00	*31.50	*22.50	*18.00	(Warrant Dated 1/17/46) (See Sec. 627-20, Appor- tionment of Grants on Pay Rolls or Claims - AMC.)	513
14	Rose Johnson Black, Robert James Fred Johnson, Lola Alice	3	2	75.00	35.00	40.00	35.00	(Item C)	514
15	Cynthia Brown Brown, Doris Aleta Henry Florence Bruce	3	2	60.00	42.00	18.00	42.00	(Item B.)	515
16	Mary Tully Tully, Robert		1	25.00		22.50		(Warrant Dated 1/16/46) (See Example E, Sec. 627-45, Partial Months' Claims - Bases for State and Federal Participation.)	516
17	Doris Buehler Buehler, Esther Nellie Florence	3		30.65	30.65		30.65	(Warrant Dated 1/22/46) (Example F)	517

Page No. _____

(Section Continued on Next Page)

629-99 (Continued)

629-99

STATE OF CALIFORNIA		AID AFFIDAVIT		COUNTY		FORWARD TWO COPIES TO STATE DEPARTMENT OF SOCIAL WELFARE SACRAMENTO, CALIFORNIA		FORM CA 800			
FROM		XXX		FOR THE SUPPORT OF NEEDY CHILDREN							
(EXCLUDING AID PAID UNDER SECTION 1556.5 OF THE WELFARE AND INSTITUTIONS CODE)											
MONTH OF		JANUARY		1946		FISCAL YEAR		(STATE USE ONLY)			
AMOUNT DUE FROM FEDERAL FUNDS FOR AID						FOR CURRENT MONTH COLUMN A		FOR PRIOR MONTHS COLUMN B			
1. TOTAL BASIS FOR STATE PARTICIPATION (SAME AS ITEM B, FORM CA 802) NUMBER OF CHILDREN: CURRENT MONTH 50; PRIOR MONTHS 2						\$ 889.90		\$ 139.00			
2. TOTAL FOR CHILDREN INELIGIBLE FOR FEDERAL AID (SAME AS ITEM C, FORM CA 802) NUMBER OF CHILDREN: CURRENT MONTH 10; PRIOR MONTH 2						\$ 182.37		\$ 105.00			
3. TOTAL FOR CHILDREN ELIGIBLE FOR FEDERAL AID UNDER TITLED IV OF THE SOCIAL SECURITY ACT (ITEM 1 MINUS ITEM 2) (SAME AS ITEM D, FORM CA 802) NUMBER OF CHILDREN: CURRENT MONTH 40; PRIOR MONTH -						\$ 707.43		\$ 34.00			
4. LESS: EXPENDITURES IN EXCESS OF \$18 FOR ONE ELIGIBLE CHILD AND \$12 FOR EACH ADDITIONAL ELIGIBLE CHILD IN SAME HOUSEHOLD GROUP (ITEM D MINUS ITEM P, COLUMN 2, FORM CA 802)						\$ 160.40		\$ 24.00			
5. BASIS FOR FEDERAL PARTICIPATION (ITEM 3 MINUS ITEM 4) (SAME AS ITEM P, COLUMN 2, FORM CA 802)						\$ 547.03		\$ 10.00			
6. AMOUNT DUE FROM FEDERAL FUNDS FOR AID (1/2 OF ITEM 5) (SAME AS ITEM P, COLUMN 3, FORM CA 802)						\$ 273.52		\$ 5.00			
7. FEDERAL SHARE OF ADJUSTMENTS (TOTAL COLUMN 7, FORM CA 803)						\$ 9.00					
8. ITEM 6 PLUS OR MINUS ITEM 7						\$ 264.52					
9. FEDERAL SHARE OF CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COLUMN 9, FORM CA 804)						\$ 9.00					
10. FEDERAL SHARE OF COLLECTIONS (TOTAL COLUMN 8, FORM CA 805, FORMERLY FORM CA 34-DFA)						\$ 2.86					
11. TOTAL OF ITEMS 9 AND 10						\$ 11.86					
12. NET AMOUNT DUE FROM FEDERAL FUNDS FOR AID (ITEM 8 MINUS ITEM 11)						\$ 252.66					
13. TOTAL AMOUNT DUE FROM FEDERAL FUNDS FOR AID (ITEM 12, COL. A PLUS ITEM 6, COL. B)						\$ 257.66					
AMOUNT DUE FROM STATE FUNDS FOR AID											
14. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (SAME AS ITEM P, COLUMN 4, FORM CA 802)						\$ 433.35		\$ 119.33			
15. STATE SHARE OF ADJUSTMENTS (TOTAL COLUMN 8, FORM CA 803)						\$ 99.00					
16. ITEM 14 PLUS OR MINUS ITEM 15						\$ 334.35					
17. STATE SHARE OF CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COLUMN 10, FORM CA 804)						\$ 15.00					
18. STATE SHARE OF COLLECTIONS (TOTAL COLUMN 9, FORM CA 805, FORMERLY FORM CA 34-DFA)						\$ 4.76					
19. TOTAL OF ITEMS 17 AND 18						\$ 19.76					
20. NET AMOUNT DUE FROM STATE FUNDS FOR AID (ITEM 16 MINUS ITEM 19)						\$ 314.59					
21. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (ITEM 20, COL. A PLUS ITEM 14, COL. B)						\$ 433.92					
AMOUNTS FOR REPORTING PURPOSES ONLY						FOR CURRENT MONTH		FOR PRIOR MONTHS		APPROVAL STAMP	
22. TOTAL AID PAID (ITEM A, FORM CA 802)						\$ 894.80		\$ 169.00			
23. TOTAL COUNTY SUPPLEMENTAL AID (ITEM 22 MINUS ITEM 1)						\$ 5.00		\$ 30.00			
24. TOTAL ADJUSTMENTS (TOTAL COLUMN 6, FORM CA 803)						\$ 157.50					
25. TOTAL CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COLUMN 8, FORM CA 804)						\$ 31.50					
26. TOTAL COLLECTIONS (TOTAL COLUMN 7, FORM CA 805, FORMERLY FORM CA 34-DFA)						\$ 10.00					
STATE OF CALIFORNIA, COUNTY OF XXX, SS I, Jane Doe BEING DULY SWORN, DEPOSE AND SAY: THAT I AM THE COUNTY OFFICIAL RESPONSIBLE FOR THE ADMINISTRATION OF AID TO NEEDY CHILDREN IN AND FOR THE SAID COUNTY; THAT ALL THE PROVISIONS OF CHAPTER 1 OF PART 2 OF DIVISION 11 OF THE WELFARE AND INSTITUTIONS CODE, AND AMENDMENTS THERETO, AND TITLE IV OF THE SOCIAL SECURITY ACT, AND AMENDMENTS THERETO, HAVE BEEN COMPLIED WITH TO THE BEST OF MY KNOWLEDGE AND BELIEF.											
SUBSCRIBED AND SWORN TO BEFORE ME THIS Seventh DAY											
SIGNATURE OF WELFARE DIRECTOR OR OFFICIAL IN CHARGE											
OF FEBRUARY, 1946 TITLE WELFARE DIRECTOR											
APPROVED Mary Jones											
TITLE DEPUTY COUNTY CLERK											
CHAIRMAN, BOARD OF SUPERVISORS											
I HEREBY CERTIFY THAT WARRANTS COVERING ALL AMOUNTS DUE UNDER THE LAW HAVE BEEN ISSUED AND CHARGED TO FUNDS FOR AID IN ACCORDANCE WITH THE NEEDY CHILDREN LAW, CHAPTER 1 OF PART 2 OF DIVISION 11 OF THE WELFARE AND IN- STITUTIONS CODE AND AMENDMENTS THERETO.											
(SEAL)											
FORM CA 800, EFFECTIVE JANUARY 1, 1944											
AFFIDAVIT TO ACCOMPANY MONTHLY VOUCHER AID											
PATROLL (FORM CA 801)											
SIGNATURE OF COUNTY AUDITOR											
John Smith											
CREDIT VOUCHER CLAIM AID											

(Section Continued on Next Page)

629-99 (Continued)

629-99

FORM CA 802

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

RECAPITULATION SHEET
FROM XXXX COUNTY
FOR AID TO NEEDY CHILDREN
FOR MONTH OF JANUARY 1946
SUPPLEMENT FOR PRIOR MONTHS

ITEM A. TOTAL AID PAID
(TOTAL WARRANT COL. 4, FORM CA 801)
(TO BE CARRIED FORWARD TO ITEM 22 ON AFFIDAVIT, FORM CA 800) \$ 169.00

ITEM B. TOTAL BASIS FOR STATE PARTICIPATION
(TOTAL COLUMNS 5A AND 5B, FORM CA 801)
(TO BE CARRIED FORWARD TO ITEM 1 ON AFFIDAVIT, FORM CA 800) \$ 139.00

ITEM C. TOTAL INELIGIBLE FOR FEDERAL PARTICIPATION
(TOTAL COLUMN 5B, FORM CA 801)
(TO BE CARRIED FORWARD TO ITEM 2 ON AFFIDAVIT, FORM CA 800) \$ 105.00

ITEM D. TOTAL ELIGIBLE FOR FEDERAL PARTICIPATION
(TOTAL COLUMN 5A, FORM CA 801)
(TO BE CARRIED FORWARD TO ITEM 3 ON AFFIDAVIT, FORM CA 800) \$ 34.00

COMPUTATION OF FEDERAL, STATE, AND COUNTY SHARES:

	COLUMN 1 BASIS FOR STATE PARTICIPATION	COLUMN 2 BASIS FOR FED- ERAL PARTICI- PATION (COL. 6 ON PAY ROLL, FORM CA 801)	COLUMN 3 FEDERAL SHARE (1/2 OF COL. 2 ON RECAPITULA- TION SHEET, FORM CA 802)	COLUMN 4 STATE SHARE	COLUMN 5 COUNTY SHARE
CASES HAVING REQUIRED COUNTY RESIDENCE					
ITEM K) ELIGIBLE FOR FEDERAL PARTICIPATION TOTAL OF THESE CASES IN COLUMN 5A ON PAY ROLL, FORM CA 801, SHOW IN COLUMN 1. (SHOW FEDERAL AMOUNTS IN COLUMNS 2 AND 3)	\$ 34.00	\$ 10.00	\$ 5.00		
L) INELIGIBLE FOR FEDERAL PARTICIPATION TOTAL OF THESE CASES IN COLUMN 5B ON PAY ROLL, FORM CA 801.	\$ 15.00				
M) TOTAL ITEMS K AND L	\$ 49.00				
N) LESS FEDERAL SHARE (SAME AS ITEM K, COLUMN 3)	\$ 5.00				
O) BASIS FOR COMPUTING STATE SHARE (ITEM G LESS ITEM H)	\$ 44.00				
J) STATE SHARE (2/3 OF ITEM I SHOW IN COL. 4)				\$ 29.33	\$ 14.57
CASES NOT HAVING REQUIRED COUNTY RESIDENCE					
ITEM K) ELIGIBLE FOR FEDERAL PARTICIPATION TOTAL OF THESE CASES IN COLUMN 5A ON PAY ROLL, FORM CA 801, SHOW IN COLUMN 1. (SHOW FEDERAL AMOUNTS IN COLUMNS 2 AND 3)	\$	\$	\$		
L) INELIGIBLE FOR FEDERAL PARTICIPATION TOTAL OF THESE CASES IN COLUMN 5B ON PAY ROLL, FORM CA 801.	\$ 90.00				
M) TOTAL ITEMS K AND L	\$ 90.00				
N) LESS FEDERAL SHARE (SAME AS ITEM K, COLUMN 3)	\$				
O) STATE SHARE (ITEM M LESS ITEM N)				\$ 90.00	
P) TOTALS		\$ 10.00	\$ 5.00	\$ 119.33	\$ 14.57
	ITEM E PLUS ITEM K. (AMOUNT CARRIED FORWARD TO ITEM 5 ON AFFIDAVIT, FORM CA 800.)	ITEM L PLUS ITEM L. (AMOUNT CARRIED FORWARD TO ITEM 6 ON AFFIDAVIT, FORM CA 800.)	ITEM J PLUS ITEM O. (AMOUNT CARRIED FORWARD TO ITEM 14 ON AFFIDAVIT, FORM CA 800.)	SAME AS ITEM J. (COUNTY USE ONLY)	

FORM CA 802, EFFECTIVE JANUARY 1, 1944
RECAPITULATION SHEET
TO ACCOMPANY PAY ROLL (FORM CA 801) FOR
FEDERAL AND STATE GRANTS OF CHILDREN'S
AID

FORM CA 802

FORWARD TWO COPIES TO
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

RECAPITULATION SHEET
FROM XXXX COUNTY
FOR AID TO NEEDY CHILDREN
FOR MONTH OF JANUARY 1946

ITEM A. TOTAL AID PAID
(TOTAL WARRANT COL. 4, FORM CA 801)
(TO BE CARRIED FORWARD TO ITEM 22 ON AFFIDAVIT, FORM CA 800) \$ 894.90

ITEM B. TOTAL BASIS FOR STATE PARTICIPATION
(TOTAL COLUMNS 5A AND 5B, FORM CA 801)
(TO BE CARRIED FORWARD TO ITEM 1 ON AFFIDAVIT, FORM CA 800) \$ 889.80

ITEM C. TOTAL INELIGIBLE FOR FEDERAL PARTICIPATION
(TOTAL COLUMN 5B, FORM CA 801)
(TO BE CARRIED FORWARD TO ITEM 2 ON AFFIDAVIT, FORM CA 800) \$ 182.37

ITEM D. TOTAL ELIGIBLE FOR FEDERAL PARTICIPATION
(TOTAL COLUMN 5A, FORM CA 801)
(TO BE CARRIED FORWARD TO ITEM 3 ON AFFIDAVIT, FORM CA 800) \$ 707.43

COMPUTATION OF FEDERAL, STATE, AND COUNTY SHARES:

	COLUMN 1 BASIS FOR STATE PARTICIPATION	COLUMN 2 BASIS FOR FED- ERAL PARTICI- PATION (COL. 6 ON PAY ROLL, FORM CA 801)	COLUMN 3 FEDERAL SHARE (1/2 OF COL. 2 ON RECAPITULA- TION SHEET, FORM CA 802)	COLUMN 4 STATE SHARE	COLUMN 5 COUNTY SHARE
CASES HAVING REQUIRED COUNTY RESIDENCE					
ITEM K) ELIGIBLE FOR FEDERAL PARTICIPATION TOTAL OF THESE CASES IN COLUMN 5A ON PAY ROLL, FORM CA 801, SHOW IN COLUMN 1. (SHOW FEDERAL AMOUNTS IN COLUMNS 2 AND 3)	\$ 647.43	\$ 517.03	\$ 258.52		
L) INELIGIBLE FOR FEDERAL PARTICIPATION TOTAL OF THESE CASES IN COLUMN 5B ON PAY ROLL, FORM CA 801.	\$ 159.97				
M) TOTAL ITEMS K AND L	\$ 807.30				
N) LESS FEDERAL SHARE (SAME AS ITEM K, COLUMN 3)	\$ 258.52				
O) BASIS FOR COMPUTING STATE SHARE (ITEM G LESS ITEM H)	\$ 548.78				
J) STATE SHARE (2/3 OF ITEM I SHOW IN COL. 4)				\$ 365.85	\$ 182.93
CASES NOT HAVING REQUIRED COUNTY RESIDENCE					
ITEM K) ELIGIBLE FOR FEDERAL PARTICIPATION TOTAL OF THESE CASES IN COLUMN 5A ON PAY ROLL, FORM CA 801, SHOW IN COLUMN 1. (SHOW FEDERAL AMOUNTS IN COLUMNS 2 AND 3)	\$ 60.00	\$ 30.00	\$ 15.00		
L) INELIGIBLE FOR FEDERAL PARTICIPATION TOTAL OF THESE CASES IN COLUMN 5B ON PAY ROLL, FORM CA 801.	\$ 22.50				
M) TOTAL ITEMS K AND L	\$ 82.50				
N) LESS FEDERAL SHARE (SAME AS ITEM K, COLUMN 3)	\$ 15.00				
O) STATE SHARE (ITEM M LESS ITEM N)				\$ 67.50	
P) TOTALS		\$ 547.03	\$ 273.52	\$ 433.35	\$ 182.93
	ITEM E PLUS ITEM K. (AMOUNT CARRIED FORWARD TO ITEM 5 ON AFFIDAVIT, FORM CA 800.)	ITEM L PLUS ITEM L. (AMOUNT CARRIED FORWARD TO ITEM 6 ON AFFIDAVIT, FORM CA 800.)	ITEM J PLUS ITEM O. (AMOUNT CARRIED FORWARD TO ITEM 14 ON AFFIDAVIT, FORM CA 800.)	SAME AS ITEM J. (COUNTY USE ONLY)	

FORM CA 802, EFFECTIVE JANUARY 1, 1944
RECAPITULATION SHEET
TO ACCOMPANY PAY ROLL (FORM CA 801) FOR
FEDERAL AND STATE GRANTS OF CHILDREN'S
AID

629-99 (Continued)

629-99

FORM CA-801 (revised)—September, 1942

(Formerly CA 27-DFA)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFAREPayroll as per county warrant register to accompany affidavit
Form CA-800 for Federal and State Aid to Needy ChildrenForward TWO copies to
STATE DEPARTMENT OF SOCIAL WELFARE
Sacramento, California

FORM CA 801

Warrants Dated See column 8
(Except as otherwise shown in Column 7)**CLAIM FOR FEDERAL AND STATE AID TO NEEDY CHILDREN**

(Excluding aid paid under Section 1556.5 of the Welfare and Institutions Code)

Paid by XXX County, CaliforniaFor the Month of January, 19 46

SUPPLEMENT FOR PRIOR MONTHS

(INDICATE NON-COUNTY CASES BY (*) IN COLUMNS 5 AND 6)

(1) STATE NUMBER	(2) NAMES OF PAYEE NAMES OF CHILDREN FAMILY GIVEN	(3) NO. OF CHILDREN		(4) WARRANT AMOUNT	(5) BASIS FOR STATE PARTICIPATION		(6) BASIS FOR FEDERAL PARTICI- PATION	(7) REMARKS	(8) WARRANT NUMBER
		(A) EL.	(B) INEL.		(A) EL. TO FEDERAL	(B) INEL. TO FEDERAL			
								(See Sec. 626-50, Supple- mental Aid Claims, and Sec. 627-30, Basis for Federal Participation.)	
				JULY, 1945					
4	Ida Allen Allen, Helen Mabel Sally Lawrence	4		15.00		15.00			503 (Warrant Dated 1/2/46) (Case #4 represents appeal to SSWB for retroactive increase from \$35.00 to \$50.00 for July 1945, and from \$50.00 to \$60.00 for August and September, 1945. Appeal filed 10/6/45.)
				AUGUST, 1945					
4	Ida Allen Allen, Helen Mabel Sally Lawrence	4		10.00	10.00		4.00		503
				SEPTEMBER, 1945					
4	Ida Allen Allen, Helen Mabel Sally Lawrence	4		10.00	10.00		4.00		503
				NOVEMBER, 1945					
7	Alice Hicks Hicks, John	1		7.00	7.00		1.00		506 (Warrant Dated 1/2/46) (Case #7 represents retro- active aid paid because of increased need. \$17.00 authorized award paid for November and December. In- creased to \$24.00 effective 11/1/45. Supplemental \$14.00 warrant issued for November and December in January.)
13	James Blake Blake, Arthur Myrtle	2		60.00		*45.00			513 (Warrant Dated 1/17/46) (Case #13 represents retroactive aid under 90-day law.)
				DECEMBER, 1945					
7	Alice Hicks Hicks, John	1		7.00	7.00		1.00		506
13	James Blake Blake, Arthur Myrtle	2		60.00		*45.00			513

Note: Individual warrants for each month or one warrant covering all months for each case may be issued,
the amount paid for each month to be reported separately.

Page No. _____

(Section Continued on Next Page)

(Section Continued on Next Page)

STATE OF CALIFORNIA

AID AFFIDAVIT

FROM XXX COUNTY

FOR THE SUPPORT OF

NEEDY CHILDREN MAINTAINED IN BOARDING HOMES AND INSTITUTIONS

(AS PROVIDED UNDER SECTION 1556.5 OF THE WELFARE AND INSTITUTIONS CODE)

MONTH OF JANUARY, 1946 FISCAL YEAR
(STATE USE ONLY)

AMOUNT DUE FROM STATE FUNDS FOR AID		FOR CURRENT MONTH COLUMN A	FOR PRIOR MONTHS COLUMN B
1. TOTAL BASIS FOR STATE PARTICIPATION (TOTAL COLUMNS 5A AND 5B, FORM CA 801 BHI) NUMBER OF CHILDREN: CURRENT MONTH <u>7</u> ; PRIOR MONTHS <u>-</u>		\$ 116.00	\$ 10.00
2. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (2/3 OF COLUMN 5A PLUS TOTAL COLUMN 5B, FORM CA 801 BHI).....		\$ 89.00	\$ 6.57
3. STATE SHARE OF ADJUSTMENTS (TOTAL COLUMN 8, FORM CA 803).....	\$		
4. STATE SHARE OF CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COLUMN 10, FORM CA 804).....	\$		
5. STATE SHARE OF COLLECTIONS (TOTAL COLUMN 9, FORM CA 805, FORMERLY FORM CA 34-DFA).....	\$		
6. TOTAL OF ITEMS 3, 4, AND 5.....	\$		
7. NET AMOUNT DUE FROM STATE FUNDS FOR AID (ITEM 2 MINUS ITEM 6).....	\$	89.00	
8. TOTAL AMOUNT DUE FROM STATE FUNDS FOR AID (ITEM 7, COL. A PLUS ITEM 2, COL. B)		\$ 95.67	

AMOUNTS FOR REPORTING PURPOSES ONLY		FOR CURRENT MONTH	FOR PRIOR MONTHS	APPROVAL STAMP
9. TOTAL AID PAID (TOTAL WARRANT COLUMN 4, FORM CA 801 BHI).....	\$	128.06	10.00	
10. TOTAL ADJUSTMENTS (TOTAL COLUMN 6, FORM CA 803).....	\$			
11. TOTAL CANCELLED WARRANTS FOR PREVIOUS MONTHS (TOTAL COLUMN 8, FORM CA 804).....	\$			
12. TOTAL COLLECTIONS (TOTAL COLUMN 7, FORM CA 805, FORMERLY FORM CA 34-DFA).....	\$			

STATE OF CALIFORNIA

COUNTY OF XXX ss.

I, Jane Doe, BEING DULY SWORN, DEPOSE AND SAY: THAT I AM THE COUNTY OFFICIAL RESPONSIBLE FOR THE ADMINISTRATION OF AID TO NEEDY CHILDREN IN AND FOR THE SAID COUNTY; THAT ALL THE PROVISIONS OF CHAPTER 1 OF PART 2 OF DIVISION 11 OF THE WELFARE AND INSTITUTIONS CODE, AND AMENDMENTS THERETO, HAVE BEEN COMPLIED WITH TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SUBSCRIBED AND SWORN TO BEFORE ME THIS seventh DAYOF February, 1946TITLE Deputy County Clerk

I HEREBY CERTIFY THAT WARRANTS COVERING ALL AMOUNTS DUE UNDER THE LAW HAVE BEEN ISSUED AND CHARGED TO FUNDS FOR AID IN ACCORDANCE WITH THE NEEDY CHILDREN LAW, CHAPTER 1 OF PART 2 OF DIVISION 11 OF THE WELFARE AND INSTITUTIONS CODE AND AMENDMENTS THERETO.

(SEAL)

FORM CA 800 BHI, EFFECTIVE JANUARY 1, 1944
AFFIDAVIT TO ACCOMPANY MONTHLY PATROLL
(FORM CA 801 BHI)

CASH CLAIM-AID

FORM CA 801-BHI—Revised May, 1942
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Pay roll as per county warrant register to
accompany affidavit Form CA 800-BHI
for State Aid to Needy Children

Forward TWO copies to the State Department
of Social Welfare, SacramentoWarrants Dated January 31, 1946
(Except as otherwise shown in Column 4)

MONTHLY CLAIM FOR STATE AID TO NEEDY CHILDREN

For Children in Boarding Homes and Institutions

(Under Section 1556.5 of the Welfare and Institutions Code)

Supported by XXX County, CaliforniaFor the Month of January, 1946

(1) STATE NUMBER	(2) NAMES OF PAYEE NAMES OF CHILDREN FAMILY GIVEN	(3) NO. OF CHILD- REN	(4) WARRANT AMOUNT	(5) BASIS FOR STATE PARTICIPATION		(6) REMARKS	(7) WARRANT NUMBER
				(A) STATE AND CO. CASES	(B) NON-CO. CASES		
1	Helen Stone Children's Home Smith, Andrew Bertha	2	45.00	45.00		(See Sec. 627-50, Apportion- ment of Grants on Pay Rolls or Claims.)	518
2	Children's Home James, Jean	1	22.50		22.50		519
3	Jane Adams Hicks, John	1	18.06	7.50		(See Example D, Sec. 627-50, Computation of Payments When Child Transfers Between a Private Home and Boarding Home or Institution.)	520
4	Baker Children's Home French, Elsie	1	15.48	14.52		" (Ex. E)	521
5	Helen Burns Hughes, Opal	1	14.52	13.98		" (Ex. F)	522
6	Anne Leng Nix, James	1	12.50		12.50	(See Example D, Sec. 627-45, Partial Months' Claims-Bases for State and Federal Partici- pation.)	523
SUPPLEMENT FOR PRIOR MONTHS							
DECEMBER, 1945							
1	Helen Stone Children's Home Smith, Andrew Bertha	2	10.00	10.00		(See Sec. 626-50, Supple- mental Aid Claims.)	518
						(Case represents erroneous payment of less than author- ized award, authorized award was \$45.00. County paid only \$35.00 in December. Supplemental \$10.00 warrant issued in January.)	

Two-thirds of the total of Column 5A plus the total of Column 5B equals the State share.

Page No. _____

629-99

(Form CA 408 should be submitted for each repayment upon its receipt by the County and prior to its being reported on this schedule.)

CURRENT CANCELLATIONS SHOULD BE CROSSED OFF THE PAYROLL AND NOT INCLUDED IN THE TOTALS

FORM DA 805 (formerly Form Ca 34-DFA)

Revised January 24, 1946

MAIN OFFICE
SACRAMENTO
616 K STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14
February 28, 1946

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations
made by the State Department of Social Welfare.

DIVISION OF CHILD WELFARE MEMO NO. 66

These regulations are filed in accordance with Section
11381 of the Government Code, Chapter 1334, Statutes of
1945.

Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

366:b5
Enclosure

RECEIVED
SACRAMENTO, CALIF.

1946 MAR 1 AM 9 13

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

Certified as a Regulation (or as
Regulations) of :

State Dept of Social Welfare
(Name of State Agency)

Chas. C. C. C. C.
(Signature)

Director
(Title)

2/27/46
(Date)

WHIC 1620130; 2300-
2310, 103, 115, 116

STATE DEPARTMENT OF SOCIAL WELFARE
Office Memorandum

FILED

In the office of the Secretary of State
of the State of California

MAR 1 - 1946

FRANK M. JORDAN, Secretary of State

By

Robert M. Jordan
Assistant Secretary of State

From: Lucille Kennedy

Place and Date: Sacramento
January 31, 1946

Subject: Fire Safety in Boarding
Homes and Institutions

Division of Child Welfare Memo No. 66

Boarding Homes:

The following statement clarifies Division of Child Welfare Memo No. 54.

Except for certain local exceptions, fire safety clearance requests for boarding homes not delegated to local agencies are to be referred to local fire officials. Where no local fire clearance is available, the State Fire Marshal will make the inspection. Accredited and inspection agencies which are unable to secure local fire clearance may request the State Department of Social Welfare to refer the request to the State Fire Marshal.

Institutions:

The following policies and procedures for fire safety for private institutions were adopted by the State Fire Advisory Board on November 9, 1945:

1. New Institutions

New institutions established subsequent to November 9, 1945 (the date on which the Fire Advisory Board met), will not receive fire clearance unless they conform to the provisions of the Uniform Building Code for the type of occupancy involved.

2. Institutions established prior to January 1, 1943

Institutions established prior to January 1, 1943, operating in sub-standard buildings, will continue to receive fire safety clearance even though minimum Building Code requirements are not met, provided reasonable fire safety exists. However, no increase in established capacity will be permitted.

An institution is to be considered "established prior to January 1, 1943" if the facility was in operation in the particular building before and subsequent to January 1, 1943. Changes in operators, number of guests accommodated (could have started as a boarding home and later have become an institution), or licensing status, do not have a bearing on whether the institution is considered to have been "established" prior to January 1, 1943. "Established capacity" is not necessarily that capacity established prior to January 1, 1943, but the capacity established when the last licensing action was taken, or the licensing action to be taken in the future if the institution has not heretofore held a license.

3. Institutions established since January 1, 1943 located in substandard buildings

- a. As new and renewal licenses are issued to this group, the following procedure will be followed:

Prior to June 30, 1946, the Fire Marshal will give fire safety clearance to institutions in this group which do not now meet the Uniform Building Code requirements but wherein reasonable fire safety exists. The clearance will indicate whether alterations are possible or whether operation at the present location must cease by June 30, 1947. Licensing action may be taken for this group for the ensuing twelve months period and the institution is to be notified in writing at the time the license is mailed that license cannot be renewed unless the building is brought into conformity with the Uniform Building Code requirements.

Institutions given clearance on or prior to June 30, 1946 but not licensed prior to June 30, 1946, may be licensed only until June 30, 1947. When the license is sent, notification shall be given to the institution in writing as indicated in the preceding paragraph. Thus all institutions established after January 1, 1943, must be in conformity with the Uniform Building Code by July 1, 1947, if they are to continue to operate.

After June 30, 1946, the State Fire Marshal will no longer give fire safety clearance to institutions established after January 1, 1943, unless the building conforms to the Uniform Building Code.

Examples: License expires February 1, 1946. Fire clearance given on February 15, 1946. License issued for period March 1, 1946, to February 28, 1947. Thereafter Uniform Building Code requirements must be met before fire clearance will again be given.

License expires February 1, 1946. Fire clearance given May 1, 1946. Social study completed August 1, 1946. License may be issued only until June 30, 1947.

License expires July 1, 1946. Institution must comply with Uniform Building Code before fire clearance will be given.

- b. Notice to be sent to institutions

The State Fire Marshal will provide the State Department of Social Welfare with a list of all institutions now operating in substandard buildings. The list will be divided into those which could conform to the requirements of the Uniform Building Code by make alterations and those institutions which are located in buildings which cannot be altered to conform to the Building Code. Operating staff will notify institutions established since January 1, 1943, by letter of the necessity to bring the building into conformity with the Uniform Building Code by June 30, 1947, or an earlier date if license expires before June 30, 1946. Thus all institutions established since January 1, 1943, will receive advance notice of the necessity for operating in a building which conforms to the Building Code requirements.

4. Request for Fire Marshal clearance and form of clearance from State Fire Marshal

Effective immediately, all requests for clearance to the Fire Marshal (new and renewal applications) shall indicate that the institution was established prior to or subsequent to January 1, 1943, or subsequent to November 9, 1945.

Fire Marshal clearances will no longer use the terminology "duration" clearance but will indicate clearance for a limited period and briefly the major reasons for such limited clearance.

5. Service of State Fire Marshal to operators

Upon request, the State Fire Marshal's office will confer with operators of institutions as to what alterations must be made to bring the building into conformity with the Uniform Building Code.

6. Fire Marshal guides for substandard buildings

These guides become obsolete on June 30, 1946. If used in discussion with operators, this fact should be made clear.

MAIN OFFICE
SACRAMENTO
616 K STREET

Earl Warren
Governor

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MRS. BERNICE H. CHIPMAN
1100 UNION STREET
SAN FRANCISCO

JOHN C. CUNEO
922 J STREET
MODESTO

GERALD C. KEPPLER
135 NORTH BRIGHT AVENUE
WHITTIER

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14
March 1, 1946

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations
made by the State Department of Social Welfare.

MANUAL LETTER NO. 91

These are emergency regulations effective immediately.

These regulations are filed in accordance with Section 11381
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,


Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare *232*

366:b5
Attachments

STATE OF CALIFORNIA
SECRETARY OF STATE
FRANK M. JORDAN

1946 MAR 4 PM 2 37

RECEIVED
SACRAMENTO, CALIF.

Certified  a Regulation (or as
Regulations) of the

State Dept of Social Welfare
(Name of State Agency)

Charles M Wollerberg
(Signature) 2 Bm

Director
(Title)

3/1/46
(Date)

MAIN OFFICE
616 K Street
Sacramento

LOS ANGELES OFFICE
Washington Building
311 South Spring Street

SAN FRANCISCO OFFICE
David Hewes Building
995 Market Street

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

1297

Sacramento
March 1, 1946

MANUAL LETTER NO. 91

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapters. Revision numbers are listed for the chapters as follows:

Income	Revisions 43 thru 45
Amount of Grant	Revisions 25 thru 28
Fair Hearings	Revision 26
Continuing Services	Revisions 114 thru 119
Financial Procedures	Revisions 188 and 189

These revisions were approved by the Social Welfare Board on February 18, 1946.

Sec. 152-75, Income to Family Budget Unit from Minors or Adults Who are living in the Household (ANC), replaces Secs. 152-70, Income From Adults to Family Budget Unit, and 152-80, Income from Minors in ANC, which have been deleted. Sec. 152-75 contains cross references to subdivisions in Sec. 158-10, Determination of Need and the Amount of Grant for Children in Family Groups, which includes budgeting policies for income to the family budget unit from minors or adults who are living in the household.

NOTE: Since Sec. 152-80 (dated May 26, 1943) has been deleted, each Manual holder should be certain to remove this page from the Manual.

Secs. 155-50, Definition and Determination of Special Needs in OAS, and 156-25, Definition and Determination of Needs in Excess of Basic Continuing Needs in ANB, set forth a major change in policy. Under the revised policy the need for medical care through a private physician or hospital may be established regardless of whether or not such care is available through county facilities without cost to the individual.

Secs. 361-10, Decrease in Grant (OAS, ANB, APSB), and 361-50, Discontinuance of Aid (OAS, ANB, APSB), represent no change from existing policy but contain a major revision in the form of presentation and relates the content to policies governing actual and/or constructive fraud and mistake of fact. These are extremely important sections in that they outline the necessary adjustments when the recipient has received aid to which he was not entitled.

Sec. 674-05, Claims for the Return of Erroneous Repayments, contains two important revisions: 1) it eliminates the one year limit for filing the request for return of an erroneous collection and 2) the request for the return of an erroneous repayment may be filed with the county welfare department, there no longer being the requirement that a claim be filed with the county auditor or county clerk.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

151-30 DEFINITION OF EXEMPT INCOME IN APSB
APSB

151-30

Exempt income means the combined net income from all sources (except that from general relief which is granted for any part of the period covered by the first APSB warrant) up to \$800 a year which may be received without deduction from the grant. Net income shall be determined by deducting from the gross income the expenses which are incident to its receipt. (SEE INCOME CHAPTER SECS. 150-00 THRU 153-80, 610-90, DUPLICATION OF GR (ALSO KNOWN AS IN) AND PUBLIC ASSISTANCE PAYMENTS, AND 157-15, METHOD FOR DETERMINING THE AMOUNT OF GRANT IN APSB.) (W&IC 3460, 3472)

151-40 DEFINITION OF SMALL INTERMITTENT INCOME IN ANC
ANC

151-40

Small intermittent income is that income which is received irregularly in small amounts which are not of substantial importance in meeting the budgeted needs of the family unit, i.e., the particular income does not appreciably contribute towards continuously meeting the family budget as determined for the family. The grant of aid shall not be decreased because of the receipt of small intermittent income.

Such income may include:

1. Income from parent's occasional employment;
2. Occasional earnings of children in the fruit, and other odd jobs;
3. Occasional rent of rooms;
4. Small gifts in cash or in kind;
5. Other similar types of irregular income. (W&IC 1560)

151-00 DEFINITION OF INCOME
OAS, ANB, APSB

151-00

Income, other than casual income, is that which is actually available (not potential income) and which is received with sufficient regularity to form a basis on which the recipient may with security plan the necessary expenditures for his maintenance. Income means net income, i.e., that amount which remains after allowing for all normal items of expense incident to its receipt. Income may be in cash or it may be the value of a contribution in kind which materially assists the recipient in meeting his recurring basic needs, such as free rent, free board and room maintenance, etc.

Current income is that which is received in the current month or during the two months immediately preceding the current month. Regardless of the period over which it accrued it shall be considered income in the month received.

(SEE SECS. 151-30, DEFINITION OF EXEMPT INCOME IN APSB, AND 150-40; DEFINITION OF CASUAL INCOME AND INCONSEQUENTIAL RESOURCES.) (W&IC 2140, 3075, 3460)

151-10 DEFINITION OF INCOME IN ANC
ANC

151-10

Income is that which is actually available (not potential income). Income means net income after allowing for all normal items of expense incident to its receipt. (SEE SEC. 151-40, DEFINITION OF SMALL INTERMITTENT INCOME IN ANC.) (W&IC 1560)

151-20 DEFINITION OF RESOURCE
OAS, ANB, ANC

151-20

A resource is a holding of either real or personal property. The value of the "use of resources" means the net return from the resource and not the value of any capital portion of it. (SEE SEC. 150-40, DEFINITION OF CASUAL INCOME AND INCONSEQUENTIAL RESOURCES.) (W&IC 1560, 2140, 3075)

152-60 OFFER OF SUPPORT AS INCOME
OAS, ANB, APSB

152-60

A mere offer of a contribution for support by a responsible relative or anyone else is not in itself sufficient to render a recipient ineligible. Only contributions for full or partial support which are actually received or unconditional offers of cash shall be considered as income.

The following statements apply to all offers in kind from any source and to all conditional offers of cash in either of which the applicant or recipient does not have a property right. If the cash offer is dependent upon fulfillment of a certain condition or upon refraining from a particular act, e.g., living or not living in a certain place, upon refusal of the offer by the applicant or recipient, he shall be granted aid, if otherwise eligible. (W&IC 2140, 3049, 3075, 3449, 3460; AGO NS1040, NS2300; 20 CAL(2) 870)

When the applicant has a property right, i.e., insurance, OASI, stocks, bonds, court order for support, life care contract, or other resource which he owns or in which he has an interest, the benefits accruing from such property are income. (See Sec. 152-20, INCOME FROM PERSONAL PROPERTY.) (W&IC 2020, 2140, 2160.5, 3075, 3084, 3460, 3472)

152-75 INCOME TO FAMILY BUDGET UNIT FROM MINORS OR ADULTS WHO ARE
LIVING IN THE HOUSEHOLD
ANC

152-75

The budgeting rules and policies relating to income from minors will be found in the following subdivisions of Sec. 158-10, Determination of Need and the Amount of Grant for Children in Family Groups:

1. Income from earnings of unemancipated minor (see Sec. 158-10, Item I, D, 8).
2. Income from contribution of emancipated minor or adult child (see Sec. 158-10, Item I, D, 9).

The budgeting rules and policies relating to earnings and contributions of adults living in the household will be found in the following subdivisions of Sec. 158-10, Determination of Need and the Amount of Grant for Children in Family Groups:

1. Income from earnings of parent living in the home (see Sec. 158-10, Item I, D, 7).
2. Income from parent receiving OAS, ANB, or APSB (see Sec. 158-10, Item I, D, 10).
3. Income from members of household not included in the family budget unit (see Sec. 158-10, Item I, D, 11). (W&IC 1560)

152-40 LOANS AS INCOME
OAS, ANB, APSB, ANC

152-40

A bona fide loan contracted by a recipient carries with it the obligation for repayment and hence cannot be considered as making available to the recipient any net or factual amount of income. (See Glossary, Loan.) The funds derived as a result of a bona fide loan, as distinguished from a gift, are equalized by the corresponding indebtedness incurred. The proceeds of such loans shall not be considered income to the recipient when they emanate from non-responsible relatives, friends, persons or agencies, including fraternal, benevolent and non-profit organizations, or, in OAS, private institutions on whom there rests no legal obligation for support. (W&IC 1511, 1560, 2020, 2140, 3075, 3084, 3460, 3472)

Loans from a responsible relative may be considered as income because of the legal responsibilities of the relative, provided the responsible relative has the pecuniary ability to contribute the amount of the loan. The loan shall not be considered income when the relative has no such pecuniary ability and the loan must be repaid. (W&IC 1560, 2140, 2181, 2224, 3075, 3088, 3460, 3474)

In OAS personal property holdings, in ANB and APSB real and personal property holdings, and in ANC cash and security holdings shall be re-evaluated on the first of the month following the receipt of a loan to determine whether such holdings are within the maximum permitted for the particular category of aid. (W&IC 1521, 1560, 2140, 2163, 2164, 2165, 3047, 3075, 3447, 3460)

152-50 CONTRIBUTIONS FROM LEGALLY RESPONSIBLE RELATIVES AS INCOME
OAS, ANB, APSB

152-50

The amount of contributions received from legally responsible relatives in cash, the value of items of support given in kind, i.e., room, board, clothing, etc., and payments made by responsible relatives on behalf of the recipient and for which the recipient is responsible, i.e., mortgage payments on the recipient's real property, etc., represent income. In APSB the value of such income is subject to the \$800 yearly exemption. (SEE SEC. 361-15, ADJUSTMENT IN AMOUNT OF GRANT.) Exception: Premiums paid by another on the recipient's life insurance shall not be considered income. (SEE SEC. 152-60, OFFER OF SUPPORT AS INCOME.)

The spouse of a recipient may apply to his or her own support and the support of his dependent children such of his income from earnings, annuities, pensions, allowances from servicemen, etc., as is necessary before applying the remainder, if any, to the support of the recipient. (SEE SECS. 172-00 AND 172-05, INVESTIGATION OF RESPONSIBLE RELATIVES WITHIN STATE, AND 151-65, INCOME FROM SERVICEMEN'S DEPENDENTS ALLOWANCE ACT.)

There shall be no arbitrary division of earnings of minor children. The method of determining the amount of the earnings of the minor child to be used in a household in supplementing or in any way determining the amount of aid to be granted shall be based upon the emancipation of such minor. (SEE SEC. 171-40, RIGHTS AND PRIVILEGES OF PARENTS OF MINOR CHILDREN.) (W&IC 2003, 2020, 2140, 2142.5, 2163, 2181.01, 2224, 3047, 3075, 3084, 3088, 3447, 3460, 3474)

153-40 (Continued)

153-40

inclusive would indicate the receipt of a lesser amount than that awarded by the court:

1. A showing that the court order is not enforceable because the person ordered to pay is unable to do so;
2. The court granting the award no longer has jurisdiction;
3. A showing that a request has been made of the court for enforcement of the order. (W&IC 1560, 2140, 3075, 3460)

153-50 ALLOTMENTS FROM INMATES OF PENAL INSTITUTION
OAS, ANB, APSB, ANC

153-50

Allotments from inmates of penal institutions as provided in Secs. 2763 and 2780 of the Pen. C. shall be considered as income in the month received and adjustment of the grant made according to the policy of the respective category of aid.

Sec. 2763 of the Pen. C. requires that the State Department of Public Works shall pay the dependents on OAS, ANB, APSB or ANC of an inmate employed in a State prison road camp, a monthly sum from the net credit to each inmate's account as provided below. The amount paid shall be that which the State Department of Public Works estimates will equal, but not exceed, two-thirds of his total credit during the period of his employment. Immediately prior to, or upon the termination of, the employment of any inmate for any reason, any additional payment necessary to bring the total amounts paid to such dependents up to two-thirds of the inmate's net credits shall be made. No payment shall be made to dependents until there is a net credit to the inmate's account of at least \$25. No payment shall be made to dependents which will reduce the net credit below the sum of \$25. When an inmate's dependents are not receiving aid the inmate may voluntarily designate the persons to receive his allotment.

Under the provisions of Sec. 2780 of the Pen.C., the Divisions of Forestry, Parks, and Fish and Game of the Department of Natural Resources and the Division of State Lands in the Department of Finance may use inmates of State penal institutions in camps. Federal officials may also use inmates of State penal institutions to perform necessary and proper work in national forests and parks.

When inmates are paid for their labor under Sec. 2780 of the Pen. C., the Prison Board shall monthly pay two-thirds of the net credit to each inmate's account, to those dependents who are receiving OAS, ANB, APSB or ANC. When the dependents are not receiving one of these forms of aid such inmate may, by signing a written order, direct the Prison Board to pay an amount, not exceeding two-thirds of his net credit to such dependents as he designates, according to Pen. C., Sec. 2784. It further provides that when an inmate is discharged, while at a camp, all sums due him shall be paid upon release. When an inmate is returned to a penal institution or released on parole, his net credits shall be paid to the warden of his penal institution and by him paid to the inmate, as prescribed by the Prison Board.

The California Institution for Men at Chino is the only penal institution which has a forestry camp at present. Pending establishment of other camps, Folsom, San Quentin and the road camps connected with these institutions are assigning inmates to combat fires in emergencies on a day to day basis.

(Section Continued on Next Page)

**152-90 VALUE OF CONTRIBUTIONS IN KIND
OAS, ANB, APSB****152-90**

The value placed upon rent, utilities, food or other items of support contributed in kind to an applicant may not be in excess of an amount which will permit the recipient to meet his other needs, such as incidentals, transportation, etc. While due consideration shall be given to the value of the item of need which is received in kind the value so placed in non-budget OAS cases and in ANB and APSB cases shall not exceed \$15 for rent and utilities, \$17 for food, and \$32 for room and board. These represent ceiling limits. When it is determined that the value of the item is less, the lesser amount shall be used. (W&IC 2140, 3075, 3460)

**153-00 INCOME IN KIND IN ANC
ANC****153-00**

A resource in kind, which is received with sufficient regularity to be counted on for meeting basic continuing needs, may be considered income to the family budget unit when a reasonable evaluation of such resource has been determined on a monetary basis. Home produced foods for use of the family only and the value of free clothing and household linens, etc., need not be considered income. When income in kind is a total budgetary item, such as free rent and free board, no evaluation need be placed on them as such items do not appear in the budget for the family. (SEE SEC. 158-10, DETERMINATION OF NEED AND THE AMOUNT OF GRANT FOR CHILDREN IN FAMILY GROUPS.) (W&IC 1560)

**153-10 GIFTS AS INCOME
OAS, ANB, APSB****153-10**

Gifts in cash or the value of items of support in kind such as board, room, clothing, etc., received from others, including public or private agencies, fraternal, benevolent and non-profit organizations, or private institutions having no legal obligation for support, represent income. In OAS and ANB gifts which have no significance in meeting the continuing needs of the recipient and which have been determined to represent casual income shall not be considered in determining the grant of aid. In APSB, when gifts are received the value thereof is subject to the \$800 exemption. (SEE SECS. 150-50, TYPES OF CASUAL INCOME, AND 152-60, OFFER OF SUPPORT AS INCOME.) Gifts of items of personal property such as the gift of a radio, refrigerator, chair, etc., do not represent income. (W&IC 2020, 2140, 3075, 3084, 3460, 3472)

**153-40 INCOME FROM COURT ORDERS
OAS, ANB, APSB, ANC****153-40**

When there is a court order for full or partial support of the applicant or recipient (or the child in ANC) he shall be presumed to have income in the amount awarded by the court. This presumption shall be considered to have been rebutted where the amount received as a result of the court order is less than the amount so ordered and only the amount received shall be considered income.

The case record shall show the date and provisions of the court order. When a determination is made that no amount or a lesser amount than that awarded by the court is received, the case record shall show the facts upon which that determination is based. The following situations although not necessarily all-

(Section Continued on Next Page)

155-50 (Continued)

155-50

2. Sanatorium or Rest Home Care:

The type of care required should be designated by the physician or other practitioner in charge of the case.

3. Medication:

Prescriptions and proprietary drugs or other medication prescribed by practitioners of any of the healing arts.

4. Eye-glass Prescriptions:

When ordered by a physician, optician, or an optometrist.

5. Special Diets:

On the written recommendation of a physician or other practitioner and in the amount that the special diet exceeds the cost of the normal diet, need in excess of basic continuing needs may be established.

6. Occasional Repairs of Homes Owned and Occupied by Recipients:

If necessary to provide safe and healthful housing, or to minimize deterioration, the expense of occasional repairs may be considered special need during the period in which the cost of such repairs is being paid.

The plan for payment agreed upon between the contractor or vendor and the recipient should be recorded in detail.

7. Replacement of Worn-Out Household Equipment and/or Supplies, Clothing, etc.:

Household furniture, equipment, and/or clothing may be inadequate or substandard to a point where the expense of securing necessary items is in excess of ordinary upkeep. This may be the situation of persons whose income, prior to receipt of aid, was insufficient to meet normal requirements. It also may result from a change in living plan. When such is the case, the cost of necessary replacement, or of augmenting the present supply may be established as special need.

(Section Continued on Next Page)

155-30 (Continued)

155-30

The grant for the wife is computed as follows:

<u>Need</u>		<u>Income</u>	
Basic Needs	\$50	Value of Occupancy	\$ 4
Insulin	7	$\frac{1}{2}$ of Husband's	
Roof Repair		earnings	<u>11</u>
($\frac{1}{2}$ of monthly payment)	<u>4</u>	Total Income	<u>\$15</u>
Total Need	\$61		

* * * * *

Total Need	\$61.00
Total Income	<u>15.00</u>
Grant	\$46.00

At the end of the ten-month period the need for roof repair will have been allowed in full. If the conditions remain the same the man's grant should be reduced to \$35 (\$50 minus \$15) and the woman's grant shall be reduced to \$42 (\$57 minus \$15). (SEE SEC. 155-60, REPORTING NEED IN EXCESS OF \$50 TO SDSW.)

155-50 DEFINITION AND DETERMINATION OF SPECIAL NEEDS IN OAS OAS

155-50

In addition to the basic continuing needs as discussed in Sec. 155-30, Total Need--Statutory Maximum (\$50) Plus Special Needs, the individual may have other needs. Additional requirements or "special needs" may exist due to the impaired health and/or activity of the recipient, physical handicap, housing conditions, etc. Special needs shall be determined on the basis of the individual's circumstances, and in such amount as required to cover factual and realistic needs of the individual and not a family group. The liquidation of unsecured debts incurred in the past does not represent a current need.

The special needs which are most often found to be in excess of basic continuing needs of the individual recipient include:

1. Medical Care and/or Treatment Under Other Healing Arts:

The need for care or treatment by a physician or surgeon, by the practitioner of any type of therapy subject to licensing under the Business and Professions Code, by one giving treatment by prayer or spiritual means, or by other treatment recognized as a branch of the healing arts, may be established as a special need when verified by the physician or practitioner in attendance.

(Section Continued on Next Page)

155-50 (Continued)

155-50

12. Occasional or Unusual Needs:

The occasional or unusual needs which may be due to accident or ill health, or which may be necessary to preserve health and normal activity is excess need and such need may be established by the worker. Among these needs are:

- (a) Dentures or dental work.
- (b) Hearing aids.
- (c) Trusses or orthopedic appliances, wheel chairs, crutches, etc.
- (d) Dressings and other sick room supplies.
- (e) Special housing. When physical handicaps require special housing which can be secured only through a disproportionate expenditure, such as one-half or more of the statutory grant, that amount by which the cost of such housing exceeds normal rental may be established as special need.

The foregoing special needs are not intended to be all inclusive. There are undoubtedly other needs of some recipients which are not listed and which may constitute a special need. Conversely, the fact that a need has been listed as a possible requirement does not imply that every expenditure for such an item represents an actual need.

PROCEDURE IN ESTABLISHING SPECIAL NEEDS IN EXCESS OF BASIC CONTINUING NEEDS:

When considering items of special need in excess of basic continuing needs distinction must be made between a "want" and a "need."

In every case the record must show the verification secured and/or the facts or circumstances upon which the county determined the need for the particular item established as a special need. The probable period over which the need will continue shall also be recorded.

The need for household repairs, and household replacements can best be evaluated by the county in terms of the recipient's surroundings, household equipment, etc. The county's determination of the need for other items for which no specific method of determination is indicated is adequate.

Income shall not be designated to provide for specific items of need. The total income for any given period must be applied toward the total need for that period, and need in excess of basic continuing needs may be allowed only during the period that such need actually exists. However, since income received in the current month and the two preceding months is considered current income, an excess need that occurred in the two preceding months may be considered current need to the extent that the total need for that period remains unmet at the time of the adjustment. For example, in August a recipient of OAS needed medical attention--total cost \$18. This became known to the county in September and it was verified that such private medical attention was needed. However, the recipient managed to pay \$8 of this bill without incurring other debts so that only \$10 could be considered current excess need in adjusting the October grant.

(Section Continued on Next Page)

155-50 (Continued)

155-50

Replacement of household equipment and supplies, clothing, etc., destroyed in a catastrophe such as fire, flood, etc., may be considered need in excess of basic continuing needs to the extent that such possessions have not been covered by insurance.

8. Housekeeping Service:

The cost of housekeeping service or its equivalent in housekeeping equipment may be established as need in excess of basic continuing needs when the physical condition of the recipient is such that the service is required for the well being of the individual recipient.

Such services if performed without cost by neighbors, relatives or friends shall not be considered on a commercial basis and therefore no monetary value shall be placed thereon. No allowance may be made in the grant to provide for the payment by the recipient to responsible relatives for such services.

9. Nursing Service:

The need for nursing service should be designated by the physician or other practitioner in charge of the case, or in the unusual case in which such person is not in attendance, by the county worker and the cost of such care should not exceed the average cost of that type of care in a given community.

Such services if performed without cost by neighbors, relatives or friends shall not be considered on a commercial basis and therefore no monetary value shall be placed thereon. No allowance may be made in the grant to provide for the payment by the recipient to responsible relatives for such services.

10. Excess Heat:

The cost of extra heat needed because of ill health or impaired vitality represents excess need in the amount of the additional cost.

11. Telephone:

The cost of a telephone shall be allowed routinely when the recipient has one. When the use of pay telephones is necessary for the recipient's welfare, the cost of such telephonic service may be included as a special need.

(Section Continued on Next Page)

156-25 (Continued)

156-25

2. Sanatorium or Rest Home Care:

The type of care required should be designated by the physician or other practitioner in charge of the case.

3. Medication:

Prescriptions and proprietary drugs or other medication prescribed by practitioners of any of the healing arts.

4. Eyeglass Prescriptions: When ordered by a physician, optician, or an optometrist.5. Special Diets:

On the written recommendation of a physician or other practitioner and in the amount that special diet exceeds the cost of the normal diet, need in excess of basic continuing needs may be established.

6. Occasional Repairs of Homes Owned and Occupied by Recipients:

If necessary to provide safe and healthful housing, or to minimize deterioration, the expense of occasional repairs may be considered an excess need during the period in which the cost of such repairs is being paid. The plan for payment agreed upon between the contractor or vendor and the recipient should be recorded in detail.

7. Replacement of Worn-out Household Equipment and/or Supplies, Clothing, etc.:

Household furniture, equipment, and/or clothing may be inadequate or substandard to a point where the expense of securing necessary items is in excess of ordinary upkeep. This may be the situation of persons whose income, prior to receipt of aid, was insufficient to meet normal requirements. It also may result from a change in living plan. When such is the case, the cost of necessary replacement, or of augmenting the present supply may be established as excess need.

Replacement of household equipment and supplies, clothing, etc., destroyed in a catastrophe such as fire, flood, etc., may be considered need in excess of basic continuing needs to the extent that such possessions have not been covered by insurance.

(Section Continued on Next Page)

156-25 DEFINITION AND DETERMINATION OF NEEDS IN EXCESS OF BASIC
CONTINUING NEEDS IN ANB
ANB

156-25

The ANB law recognizes that the minimum need of an individual ANB recipient is \$60 a month. (SEE SEC. 156-20, DEFINITION OF BASIC NEEDS IN ANB.) The amount of aid granted plus the income received must equal at least the statutory maximum of \$60 a month to cover the basic continuing need of such recipient.

There are many special needs which are often incident to blindness or unusual circumstances and which may be necessary to effect those physical, social or economic adjustments required to promote the well-being of the individual blind person. These special needs may be in excess of the basic continuing needs. (SEE SEC. 156-20.) No monetary limit has been placed upon the extent of the need in excess of the basic continuing needs.

NEEDS IN EXCESS OF BASIC CONTINUING NEEDS

Needs in excess of the basic continuing needs shall be determined on the basis of the individual recipient's circumstances, and to the extent that is required to cover factual and realistic needs. These needs must be determined with reference to the health, comfort, and well-being of the individual recipient.

The items listed below are not intended to be all inclusive and there are undoubtedly special needs of recipients which are not listed and which may well constitute an actual need. Conversely, the fact that an item has been listed as a possible need in excess of basic continuing needs does not imply that every expenditure for such item is automatically such a need.

The needs which are most usually found to be in excess of basic continuing needs of the individual recipient include:

1. Medical Care and/or Treatment under Other Healing Arts:

The need for care or treatment by a physician or surgeon, by the practitioner of any type of therapy, subject to licensing under the Business and Professions Code, by one giving treatment by prayer or spiritual means, or by other treatment recognized as a branch of the healing arts, may be established as a special need when verified by the physician or practitioner in attendance.

(Section Continued on Next Page)

325-45 (Continued)

325-45

The appellant may withdraw his request for an appeal because the county agrees to make an adjustment or because he decides not to continue the appeal. The appellant indicates his desire to withdraw the appeal by signing a form devised for that purpose by SDSW (Form Gen M29) or by advising the SDSW in writing. (SEE FORM GEN M29 IN SEC. 330-99)

An appeal which is not withdrawn in writing, may be removed from the docket only by action of the SSWB; i.e., either by hearing the appeal and rendering a decision or by dismissal. (W&IC 1560, 2140, 3075, 3460)

325-50 APPEAL HEARING -- TIME, PLACE AND ATTENDANCE

325-50

OAS, ANB, APSB, ANC

Appeals are heard at the regular monthly meetings of the SSWB. Such meetings are held in various major cities for the convenience of persons who desire to appear before the SSWB. The number of appeals and their urgency in any particular locality may be called to the attention of the SSWB for the determination of the date and place of a meeting.

The appeal is heard by the SSWB only when both appellant and county have been duly notified. Notices of date and place of the hearing are mailed by the SDSW to the chairman of the county board of supervisors, the county welfare department and the appellant, by registered mail (return receipt requested) in time to be received ten days prior to the hearing. With the notification to appellant and county welfare department is sent a copy of the appeal brief as prepared for the SSWB. The appellant is also advised of date and place of the next regular monthly SSWB meeting so that he may request a postponement if his attendance at a subsequent meeting can be more conveniently arranged.

Action upon an appeal may be taken only when four of the seven members of the SSWB (a quorum) are present. The appellant may appear in person, with or without counsel, or may be represented by counsel or by an authorized representative. The appellant or authorized representative may present such evidence, documents, witnesses, or such other assistance as he deems necessary. Such presence or representation by the appellant is not required. County representatives may attend if they so desire.

All hearings on appeals are held in open session of the SSWB unless the appellant makes written request for a private hearing prior to the SSWB meeting, or makes such a request at the meeting.

After an appeal hearing is scheduled, an appellant and/or county may, by writing to SDSW, request postponement of the hearing. The SDSW then notifies the other party to the appeal of the request and asks that assent or dissent be indicated in writing. The request for postponement and the reply of other party are presented to the SSWB for appropriate action at the meeting for which the hearing was originally scheduled. (W&IC 1560, 2140, 3075, 3460)

325-42 STIPULATED APPEALS
OAS, ANB, APSB, ANC

325-42

A stipulated appeal is an appeal in which, during the appeal investigation, the county and the appellant arrive at an agreement and stipulate to the facts affecting the appellant's eligibility to a specific amount of aid, which stipulations are concurred in by the SDSW.

Investigation of the appeal has usually progressed to the point where, on the basis of the county record and interviews with the appellant and the county welfare department, a computation is made of the total need, income and the amount of aid to which the appellant is eligible. Stipulated appeals are disposed of either by an adjustment or a hearing before the SSWB.

ADJUSTMENT

An appeal is adjusted if the county makes payment to the appellant of the amount of aid claimed due by him. Since the regulations covering payment of retroactive aid (see Sec. 361-25, Retroactive Aid Payments by County) may preclude an adjustment by county action alone, the county wishing to adjust the appeal may recommend to the SDSW that approval be granted to adjust the appeal by payment of retroactive aid without a hearing before the SSWB. Such recommendation shall be made in writing.

If the SDSW approves the county recommendation that the appeal be adjusted by payment of retroactive aid without a Board hearing the county shall make the adjustment without delay.

After all conditions of the adjustment have been met (i.e., payment of retroactive aid has been made in the amount claimed due by the appellant) and the appellant states he is satisfied, he will be requested to withdraw his appeal.

HEARING BEFORE SSWB

If no adjustment is accomplished, or if the appellant does not wish to withdraw his appeal, the appeal will be set for hearing before the SSWB. Any stipulations as to facts affecting eligibility will be part of the record submitted to the SSWB. (W&IC 1560, 2140, 3075, 3460)

325-45 ADJUSTMENT OR WITHDRAWAL OF APPEAL BEFORE STATE SOCIAL WELFARE BOARD HEARING
OAS, ANB, APSB, ANC

325-45

During the course of the SDSW's investigation the county may reconsider its former action and on the basis of additional information or interpretation may make an adjustment satisfactory to the appellant. When the appellant withdraws his appeal in anticipation of county's agreement to make or adjust a grant of aid, the appeal is not considered finally adjusted until the action or change agreed upon is actually effectuated by board of supervisors' action. If the county adjustment is delayed beyond a reasonable period the SDSW may reopen its investigation to determine if basis for the appeal continues to exist.

(Section Continued on Next Page)

361-10 (Continued)

361-10

delay in discovering the income was caused by actual or constructive fraud on the part of the recipient, request for repayment from resources he may have other than the income including the grant to which he is currently eligible is in order under Sec. 670-85, Overpayment Caused by Income. If mistake of fact occurred request for repayment is not in order.

When the exact amount of income for a given month is definitely known in advance, any necessary decrease in the grant shall be made for the month in which such income is expected to be received.

EXAMPLE B: THE COUNTY DETERMINES ON OCTOBER 15, THAT AN OAS RECIPIENT WILL RECEIVE ON NOVEMBER 10 HIS FIRST \$20 MONTHLY PAYMENT FROM AN ANNUITY. THE INCOME PLUS THE CURRENT GRANT WILL EXCEED HIS TOTAL NEED. THE GRANT, THEREFORE, WILL BE DECREASED EFFECTIVE NOVEMBER 1.

When the total income for a given month can be determined only during the month in which it is received, or during the subsequent month, any necessary decrease in the grant shall become effective not later than the second month subsequent to that in which the income is received.

EXAMPLE C: IT IS KNOWN THAT AN ANB RECIPIENT'S INITIAL PAYMENT FROM AN ANNUITY WILL BE RECEIVED IN OCTOBER, BUT IT IS NOT UNTIL RECEIPT OF THE ANNUITY CHECK THAT THE AMOUNT THEREOF IS KNOWN. ANY NECESSARY DECREASE IN THE GRANT OF AID SHALL BE MADE EFFECTIVE NOVEMBER 1, IF POSSIBLE, BUT NOT LATER THAN DECEMBER 1, AND THE INCOME TO BE RECEIVED IN THE MONTH OF ADJUSTMENT SHALL BE TAKEN INTO CONSIDERATION IN DETERMINING THE AMOUNT OF THE DECREASE.

In OAS and ANB when the income is irregular and cannot be foretold, but is determined not to be casual income, collection may be made from the recipient within the current adjustment period, in lieu of decreasing the grant, to the extent of the aid paid to which he was not entitled by reason of receipt of the income.

EXAMPLE D: A SINGLE OAS RECIPIENT HAVING NO INCOME AND NO NEED IN EXCESS OF \$50 A MONTH SECURES EMPLOYMENT IN OCTOBER. THE COUNTY ASCERTAINS ON OCTOBER 15 THAT HE WAS PAID \$35 WHICH REPRESENTED NET INCOME.

ADJUSTMENT MAY BE MADE IN EITHER OF TWO WAYS, I.E.:

- (1) DECREASE IN AID EFFECTIVE NOVEMBER 1 OR NOT LATER THAN DECEMBER 1;
OR
- (2) REPAYMENT BY THE RECIPIENT OF \$35 IN NOVEMBER OR DECEMBER, SUCH CASH ADJUSTMENT TO BE REPORTED TO THE SDSW IN THE USUAL MANNER.

(Section Continued on Next Page)

361-00 INCREASE IN AMOUNT OF AID
OAS, ANB, APSB, ANC

361-00

The grant of aid shall be increased as soon as administratively possible when a decrease in the income causes the amount of the grant together with income to fall below the amount to which the recipient (or child in ANC) is entitled under the provisions of the law for the particular category of aid.

In OAS and ANB when monthly interest payments in decreasing amounts (which have not been determined an inconsequential resource) are received, either of the two following methods may be used for adjusting the grant.

- (1) The total amount of income from this source may be determined for each three-month period. Any necessary adjustment in the grant may be made in the first or not later than the second month following the end of the three-month period, for which the amount was determined.
- (2) The total amount of income from this source may be determined for the ensuing twelve-month period and the monthly average thereof taken into consideration in making any necessary adjustment in the monthly grant. (W&IC 1560, 2140, 3075, 3460)

361-10 DECREASE IN GRANT
OAS, ANB, APSB

361-10

Under certain circumstances adjustment for overpayment is made by an appropriate decrease in the grant if the recipient remains otherwise eligible. Such decrease shall be made as soon as administratively possible after the necessity for such adjustment becomes known, but in no event may the decrease be effective later than the second month following that in which the overpayment occurred. (See Sec. 361-50, DISCONTINUANCE OF AID FOR ADJUSTMENT BY DISCONTINUANCE OF AID.)

Overpayment Due to Income (and/or Change in Total Need)

When income and/or a change in total need of the recipient causes the amount of the grant together with the income to exceed the code provisions for the particular category of aid, the adjustment shall take into consideration the income and total need during the month in which the adjustment is effective plus all overpayments which occurred during the two preceding months.

EXAMPLE A: ON OCTOBER 10 THE COUNTY DISCOVERS THAT AN OAS RECIPIENT SECURED STEADY WORK EARNING \$15 IN SEPTEMBER AND THEREAFTER. TOTAL MONTHLY NEED IN SEPTEMBER AND OCTOBER WAS \$55. THE RECIPIENT WAS ELIGIBLE IN BOTH SEPTEMBER AND OCTOBER TO \$40 (\$55 LESS \$15) BUT RECEIVED \$50, RESULTING IN \$20 OVERPAYMENT FOR THESE MONTHS. EFFECTIVE NOVEMBER 1, TOTAL NEED IS \$70 AND INCOME CONTINUES AT \$15. AID IS REDUCED TO \$35 (\$70 LESS \$20 OVERPAYMENT IN SEPTEMBER AND OCTOBER, AND \$15 INCOME IN NOVEMBER).

A decrease in the grant (or a cash adjustment by means of a refund from the recipient's current income including the grant to which he is currently eligible) shall not be made because of income received prior to the second month preceding the current month. When the overpayment is discovered too late to adjust the grant within this time limit, and the

(Section Continued on Next Page)

361-10 (Continued)

361-10

EXAMPLE G: THE COUNTY DISCOVERS ON FEBRUARY 16 THAT AN OAS RECIPIENT'S PERSONAL PROPERTY HAD BEEN EXCESSIVE SINCE SEPTEMBER 1, PERSONAL PROPERTY HAD GRADUALLY BEEN REDUCED FROM A MAXIMUM OF \$635 IN SEPTEMBER TO \$617 IN JANUARY AND \$614 IN FEBRUARY. BY MARCH 1 THE PERSONAL PROPERTY IS REDUCED WITHIN THE AMOUNT ALLOWABLE. ALTHOUGH THE RECIPIENT WAS INELIGIBLE FROM SEPTEMBER THROUGH FEBRUARY, IT IS DETERMINED THAT THE OVERPAYMENT WAS DUE TO CONSTRUCTIVE FRAUD, THUS ADJUSTMENT IS IN ORDER ONLY FOR THE EXCESS. TOTAL NEED IN MARCH, THE MONTH OF ADJUSTMENT, IS \$65 AND THE ONLY INCOME IS A \$15 CONTRIBUTION FROM A SON. WERE IT NOT FOR THE OVERPAYMENT WHICH OCCURRED IN JANUARY AND FEBRUARY THE RECIPIENT WOULD BE ENTITLED TO RECEIVE A GRANT IN MARCH OF \$50. THE MAXIMUM BY WHICH PERSONAL PROPERTY WAS EXCESSIVE IN JANUARY AND FEBRUARY, THE TWO MONTHS PRECEDING THE MONTH OF ADJUSTMENT, WAS \$17 AND ACCORDINGLY THE MARCH GRANT IS REDUCED TO \$33 (\$50 LESS \$17 EXCESS). SINCE IN SEPTEMBER THE RECIPIENT'S PERSONAL PROPERTY EXCEEDED THE AMOUNT ALLOWABLE BY \$35, \$18 OF THIS EXCESS REMAINS UNADJUSTED (\$35 MAXIMUM EXCESS LESS THE \$17 ADJUSTED BY DECREASE IN MARCH GRANT). (THIS UNADJUSTED EXCESS SHALL BE SUBJECT TO COLLECTION UNDER THE PROVISIONS OF SEC. 670-80.)

When the discovery of the excess property occurs too late to make the adjustment effective not later than the second month following that in which ineligibility existed, the right exists to request repayment under Sec. 670-80.

Overpayment Due to Reason Other Than Income or Excess Property

When overpayment has occurred for reason other than income or excess property, and the circumstances have so changed that the recipient is eligible to receive aid in the month of adjustment, the grant to which the recipient would otherwise be eligible in that month is decreased to the extent of the overpayment occurring within the two months preceding the month of adjustment.

EXAMPLE H: AN ANB RECIPIENT'S APPLICATION WAS SIGNED ON APRIL 6. HOWEVER AID IN THE AMOUNT OF \$60 WAS GRANTED FROM APRIL 1. SINCE AID MAY NOT ANTEDATE THE SIGNING OF THE APPLICATION THE RECIPIENT WAS OVERPAID FOR FIVE DAYS IN APRIL OR \$10. WERE IT NOT FOR THE OVERPAYMENT WHICH OCCURRED IN APRIL THE RECIPIENT WOULD BE ENTITLED TO RECEIVE \$60 IN MAY. THE GRANT FOR THAT MONTH IS DECREASED TO \$50 AND IS INCREASED TO \$60 EFFECTIVE JUNE 1.

When the ineligibility was discovered too late to make the adjustment effective not later than the second month following that in which ineligibility existed, there is no right to request repayment if the delay in discovering the ineligibility was due to mistake of fact. If the delay was due to fraud, either actual or constructive, collection to the extent of the aid paid during the months of eligibility would be in order under Sec. 670-90, Overpayments Caused by Other Factors. (W&IC 2140, 2020, 3075, 3084, 3460, 3472; AGO NS4473)

361-15 ADJUSTMENT IN AMOUNT OF GRANT IN APSB
APSB

361-15

Adjustment in the grant of aid shall be made when the annual income of the recipient from exempt sources (SEE SEC. 151-30, DEFINITION OF EXEMPT INCOME, APSB) exceeds \$800 within a one-year period.

When the income for a given year or for any number of months thereof can be determined before the close of said yearly period, any necessary adjustment of the grant shall be made for the month in which the income exceeds the \$800 annual allowable exempt income, but shall not be made later than the second month following that in which the income exceeds the maximum allowed. When the excess income is larger than the grant of aid for the month, discontinuance of aid for the month adjusts for the excess income. (SEE SEC. 157-15, METHOD FOR DETERMINING THE AMOUNT OF GRANT IN APSB.)

(Section Continued on Next Page)

361-10 (Continued)

361-10

In OAS and ANB when monthly interest payments in increasing amounts (which have not been determined an inconsequential resource) are received, either of the two following methods may be used for adjusting the grant:

- (1) The total amount of income from this source may be determined for each three-month period. Any necessary adjustment in the grant may be made in the first or not later than the second month following the end of the three-month period for which the amount was determined.
- (2) The total amount of income from this source may be determined for the ensuing twelve-month period and the monthly average thereof taken into consideration in making any necessary adjustment in the monthly grant.

Overpayment Due to Excess Personal or Real Property

When real or personal property has exceeded the legal limitations during the current adjustment period but has later been reduced within the maximum, thus making the recipient eligible to continued aid, the grant is decreased within the current adjustment period as follows:

Overpayment due to actual fraud: The grant is adjusted by deducting the total amount of aid paid during the two months preceding the month of adjustment from the amount to which the recipient would otherwise be eligible in the month of adjustment.

EXAMPLE E: THE COUNTY DISCOVERS ON DECEMBER 16 THAT AN OAS RECIPIENT'S PERSONAL PROPERTY TOTALED \$612 SINCE JULY 1. ACTUAL FRAUD EXISTED BECAUSE THE RECIPIENT ADMITTED HE DID NOT REPORT THE CHANGE IN HIS CIRCUMSTANCES AS HE DID NOT WISH THE GRANT OF \$20 STOPPED. BY JANUARY 1 THE PROPERTY IS REDUCED WITHIN THE AMOUNT ALLOWABLE. TOTAL NEED IN JANUARY, THE MONTH OF ADJUSTMENT, IS \$70 AND THE RECIPIENT HAS \$15 INCOME FROM A SON IN THAT MONTH. HE WOULD BE ENTITLED TO RECEIVE \$50 WERE IT NOT FOR THE OVERPAYMENT DUE TO EXCESS PERSONAL PROPERTY. ADJUSTMENT IS IN ORDER FOR THE FULL AMOUNT OF AID PAID IN NOVEMBER AND DECEMBER (\$40) AND THE GRANT EFFECTIVE JANUARY 1 IS REDUCED TO \$10 (\$50 - \$40). (THE UNADJUSTED REMAINDER OF OVERPAYMENT FOR THE PERIOD JULY 1 THROUGH OCTOBER 31, IS SUBJECT TO COLLECTION UNDER PROVISIONS OF SEC. 670-80.)

Overpayment due to constructive fraud or mistake of fact: The grant is adjusted by deducting the largest amount by which the property exceeded the legal limitation during the two months preceding the month of adjustment or the amount of aid he received, whichever is the lesser, from the amount to which the recipient would otherwise be entitled in the month of adjustment. (SEE SEC. 670-80, OVERPAYMENTS CAUSED BY POSSESSION OF EXCESS PROPERTY.)

EXAMPLE F: DURING NOVEMBER COUNTY DISCOVERS THAT RECIPIENT WAS INELIGIBLE TO ANB ON OCTOBER 1, AS TOTAL VALUE OF HIS CASH AND SECURITIES WAS \$627 AND HE HAD NO PLAN FOR REHABILITATION. THIS VALUE REMAINED THE SAME ON NOVEMBER 1, BUT DURING NOVEMBER WAS REDUCED WITHIN THE AMOUNT ALLOWABLE. RECIPIENT'S REGULAR MONTHLY INCOME WAS \$15, TOTAL MONTHLY NEED IN OCTOBER AND NOVEMBER \$80, AND HE RECEIVED THE MAXIMUM GRANT OF \$60. ALTHOUGH RECIPIENT WAS INELIGIBLE IN BOTH OCTOBER AND NOVEMBER, THE OVERPAYMENT WAS DUE TO CONSTRUCTIVE FRAUD AND ADJUSTMENT IS IN ORDER ONLY FOR THE EXCESS OF \$27. ON THE BASIS OF INCOME ALONE RECIPIENT IS ENTITLED DECEMBER 1 TO \$60 ANB. SINCE THE EXCESS PROPERTY IS NOT APPLICABLE TOWARD UNMET NEED, IT IS DEDUCTED FROM THE GRANT TO WHICH HE WOULD OTHERWISE BE ELIGIBLE. THE GRANT FOR DECEMBER IS, THEREFORE, \$33 (\$60 LESS \$27 EXCESS PROPERTY).

(Section Continued on Next Page)

361-25 (Continued)

361-25

EXAMPLE: AN OAS APPLICATION WHICH WAS SIGNED ON JULY 15 WAS APPROVED BY THE BOARD OF SUPERVISORS ON SEPTEMBER 15, AID TO START EFFECTIVE OCTOBER 1. ON OCTOBER 25 THE COUNTY DISCOVERS THAT AID SHOULD HAVE BEEN EFFECTIVE SEPTEMBER 1 ACCORDING TO THE PROVISIONS OF W&IC SEC. 2183. ON NOVEMBER 2 THE BOARD OF SUPERVISORS TAKES ACTION CORRECTING THE ERRONEOUS BEGINNING DATE OF AID BY ORDERING AID PAID EFFECTIVE SEPTEMBER 1.

3. When an authorized award is in effect but through error no payment is made, and the payment due is made within a three-month period, including the month in which no payment was made. No further action by the board of supervisors is necessary.
4. When a payment in a particular month is made for less than the authorized award for that month and the additional payment due is made within a three-month period, including the month in which the erroneous payment was made. No further action by the board of supervisors is necessary.

EXAMPLE: THE AUTHORIZED AWARD FOR A RECIPIENT OF ANB FOR JANUARY IS \$60. DUE TO AN ERROR, THE RECIPIENT WAS PAID \$40 FOR JANUARY. COUNTY SHALL PAY RECIPIENT ADDITIONAL \$20 DUE FOR JANUARY IN FEBRUARY OR NOT LATER THAN MARCH 31.

5. When an award has been made and remains in effect, but payment of aid is suspended as provided in Sec. 361-30, Suspension Procedure, and subsequently eligibility to the suspended warrants is established.
6. When a warrant is returned to the county auditor's office because of a change in the address of the recipient such warrant shall be transmitted to the recipient's new address as soon as possible in the current or within the two subsequent months following that for which the warrant was issued. (SEE SEC. 610-20, TIME OF PAYMENT.)
7. When aid is continuous and there is a change of payee, the warrant shall be delivered to the new payee as soon as possible in the current or within the two subsequent months following that for which aid is granted.
8. When, in a transferred case, the second county fails to begin aid on the date due. To avoid interruption in receipt of aid the second county shall pay retroactive aid. (SEE SEC. 122-50, REMOVAL FROM COUNTY OF RESIDENCE.)
9. When the board of supervisors rescinds and/or corrects its previous action. In these cases retroactive aid shall be paid under the following circumstances and limitations:
 - a. Rescission of denial action on an application (SEE SEC. 201-25, WHEN APPLICATION TO BE TAKEN). The rescinding action must be taken within one year from the date of the action which is being rescinded, and the date of the original application governs the date when aid will begin. (SEE SEC. 611-50, BEGINNING DATE OF AID--NEW APPLICATIONS.)
 - b. Rescission of an erroneous action discontinuing aid. The rescinding action must be taken within one year from the date of the action which is being rescinded.

(Section Continued on Next Page)

361-15 (Continued)

361-15

When the income for a given year can be determined only after the close of said yearly period an adjustment as indicated above shall be made as soon as administratively possible, but shall be effective not later than the second month following that in which the income exceeds the maximum allowed.

When income which should have been considered in determining the grant of aid is discovered too late to adjust the grant effective not later than the second month following that in which the income was received, the recipient shall be requested to reimburse the county from resources he may have other than the income including the grant to which he is currently eligible. The reimbursement requested shall not exceed the amount of aid paid to which the recipient was ineligible. (SEE SEC. 361-50, DISCONTINUANCE OF AID, AND SEC. 670-85, OVERPAYMENT CAUSED BY INCOME.)

The following rule determines the yearly periods, in each of which the exemption of income to the extent of \$800 a year is allowed:

The first one year period begins as of the first of the month in which payment of APSB begins (unless a yearly income period had previously been established) and includes such first month together with the eleven subsequent months. The next succeeding yearly period begins on the first day of the thirteenth month on aid and covers the thirteenth to twenty-fourth months, inclusive, etc. In any case in which aid has been discontinued for more than one year, the yearly income period begins with the first of the month in which APSB begins on reapplication. (SEE SEC. 210-00, REAPPLICATIONS, AND SEC. 200-25, WHEN APPLICATION SHOULD BE TAKEN.) (W&IC 3460, 3472)

361-20 RESTORATION

361-20

OAS, ANB, APSB, ANC

For principles and methods of restoring aid, including the use of the Notice of Change (Form Ag, B1, CA 232), see Sec. 215-00, Restoration of Aid.

361-25 RETROACTIVE AID PAYMENTS BY COUNTY

361-25

OAS, ANB, APSB, ANC

Retroactive aid means aid paid in a subsequent month for some preceding month or months. All payments of aid shall be made within the month for which aid is granted (SEE SEC. 611-50, BEGINNING DATE OF AID--NEW APPLICATIONS) except that retroactive aid shall be paid by the county in the following types of situations (SEE SEC. 626-50, SUPPLEMENTAL AID CLAIMS):

1. When retroactive aid is granted upon appeal to the SSWB (SEE SEC. 325-75, RETROACTIVE AID).
2. When retroactive initial payments are due because the investigation exceeded the period allowed by law for the particular category of aid as described in Sec. 611-70, Retroactive Initial Payments. The action of the board of supervisors may be an original action on the application (FOR EXAMPLES SEE SEC. 611-70, EXAMPLES C, D AND E), or it may be a subsequent action to correct the original action where it is found that the beginning date originally established was not in accord with the legal provisions.

(Section Continued on Next Page)

361-50 (Continued)

361-50

When the ineligibility is discovered too late to discontinue the aid effective not later than the last day of the month following that in which the ineligibility occurred, aid shall continue if the recipient is otherwise eligible. If the delay in discovering the income was caused by actual or constructive fraud on the part of the recipient, he shall be requested to repay the county to the extent of the aid paid in the month during which the income was received, from resources he may have other than the income, including the grant to which he is currently eligible; if mistake of fact occurred no right of collection exists.

Overpayment Due to Excess Property or Factors Other than Income

If at the time excess property or other disqualifying factors are discovered the recipient is currently eligible to continued aid, adjustment for the prior overpayment shall be made provided the month of adjustment (i.e., the month for which aid is discontinued) is not more than two months subsequent to the month of ineligibility. When the amount of overpayment is equal to or greater than the amount of the grant to which the recipient would otherwise be eligible in the month of adjustment, aid shall be discontinued for one month. (When the amount of the overpayment is less than the amount of the grant to which the recipient would otherwise be entitled in the month of adjustment aid shall be decreased to the extent of the overpayment.) (SEE SEC. 361-10, DECREASE IN GRANT.)

When the disqualifying facts are discovered too late to discontinue aid effective not later than the last day of the month following that in which the ineligibility occurred, or when the discontinuance does not totally adjust the overpayment received by the recipient, right of collection exists pursuant to the provisions of Secs. 670-80, Overpayments Caused by Possession of Excess Property and 670-90, Overpayments Caused by Other Factors.

EXAMPLE C: ON OCTOBER 15 COUNTY DISCOVERS THAT RECIPIENT WAS INELIGIBLE TO \$50 OAS FOR SEPTEMBER AND OCTOBER BECAUSE HE POSSESSED \$900 PERSONAL PROPERTY, BUT HIS HOLDINGS ARE REDUCED WITHIN THE MAXIMUM BY NOVEMBER 1. WERE IT NOT FOR THE OVERPAYMENT OF \$100 (\$50 IN BOTH SEPTEMBER AND OCTOBER) RECIPIENT WOULD BE ELIGIBLE TO A GRANT OF \$50 ON NOVEMBER 1. AID IS DISCONTINUED OCTOBER 31 AND RESTORED DECEMBER 1 IN THE AMOUNT OF \$50. THE DISCONTINUANCE FOR NOVEMBER ADJUSTS FOR \$50 OF THE \$100 OVERPAYMENT. THE UNADJUSTED REMAINDER OF OVERPAYMENT (\$50) IS SUBJECT TO COLLECTION UNDER PROVISIONS OF SEC. 670-80.

Discontinuance of aid is effective as of the last day of the month for which the last warrant was delivered.

Since a transfer of costs between counties falls upon the first day of the month, the effective date of discontinuance by the first county is the last day of the preceding month. (W&IC 2140, 2020, 2220, 3075, 3078.5, 3084, 3460, 3472; AGO NS4473)

361-50 DISCONTINUANCE OF AID
OAS, ANB, APSB

361-50

When the recipient does not meet the eligibility requirements for the respective category of aid, aid shall be discontinued. The discontinuance shall be effective as soon as administratively possible after the necessity for discontinuance becomes known. However, if the ineligibility is not discovered by the county in time to discontinue the aid not later than the last day of the month following that in which the ineligibility occurred, aid shall continue if the recipient is otherwise eligible.

If a recipient is eligible on the first day of the month and his warrant is delivered to him, but his eligibility status changes at some time during that month for any reason, no overpayment occurs if aid is discontinued at the end of that particular month.

EXAMPLE A: A RECIPIENT HAVING NO INCOME AND WHOSE NEED WAS NOT MORE THAN \$50 RECEIVED \$50 OAS ON FEBRUARY 1. ON FEBRUARY 17 HE BEGAN RECEIVING A REGULAR MONTHLY INCOME OF \$75. AID IS DISCONTINUED EFFECTIVE FEBRUARY 28. THERE IS NO REPAYMENT DUE.

EXAMPLE B: A RECIPIENT RECEIVED \$60 ANB ON DECEMBER 1. ON DECEMBER 5 HE RECEIVED \$400 CASH THROUGH INHERITANCE WHICH CAUSED HIS PERSONAL PROPERTY HOLDINGS TO EXCEED \$600. AID IS DISCONTINUED DECEMBER 31. NO REPAYMENT IS DUE.

Overpayment Due to Income (and/or Change in Need)

When a delay in discovery of income (and/or change in need) makes it impossible to discontinue aid effective the last day of the month in which the income was received, but discontinuance of aid to an otherwise eligible recipient is effective the last day of the following month, the discontinuance adjusts for overpayment during the two months preceding the month of adjustment, i.e., the month for which aid is discontinued, to the extent of the difference between total need and the income received in the month of adjustment. Any unadjusted remainder of the overpayment is subject to collection under the provisions of Sec. 670-85, Overpayments Caused by Income, if the overpayment was due to actual or constructive fraud on the part of the recipient; if due to mistake of fact no right of collection exists.

EXAMPLE A: AN OAS RECIPIENT WHO HAS NO NEED IN EXCESS OF \$50 EARNS \$30 IN MAY AND \$30 IN JUNE, NOTHING THEREAFTER. INCOME IS DISCOVERED BY COUNTY ON JUNE 27. AID IS DISCONTINUED EFFECTIVE JUNE 30 AND RESTORED EFFECTIVE AUGUST 1. HAD NO ADJUSTMENT BEEN NECESSARY, \$50 OAS WOULD HAVE BEEN PAID FOR JULY (THE MONTH OF ADJUSTMENT). SINCE CONSTRUCTIVE FRAUD WAS DETERMINED TO EXIST THE \$60 OVERPAYMENT IS ADJUSTED TO THE EXTENT OF \$50 BY THE ONE MONTH'S DISCONTINUANCE, AND REPAYMENT OF \$10 SHALL BE REQUESTED IF THE RECIPIENT HAS RESOURCES OTHER THAN THE INCOME INCLUDING THE GRANT TO WHICH HE IS CURRENTLY ELIGIBLE.

EXAMPLE B: ON AUGUST 15 THE COUNTY LEARNS THAT AN OAS RECIPIENT EARNED \$55 IN JULY AND \$30 IN AUGUST. THE RECIPIENT RECEIVED \$50 AID IN EACH OF THOSE MONTHS. AID WAS DISCONTINUED EFFECTIVE AUGUST 31 AND RESTORED OCTOBER 1. THE RECIPIENT'S TOTAL NEED BOTH IN JULY AND AUGUST WAS \$50; IN SEPTEMBER, \$75. HE BEGAN RECEIVING A CONTRIBUTION OF \$5 FROM HIS SON IN SEPTEMBER LEAVING AN UNMET NEED OF \$70 IN THAT MONTH. THE \$80 OVERPAYMENT IS ADJUSTED TO THE EXTENT OF \$70 AND REPAYMENT OF \$10 SHALL BE REQUESTED IF THE RECIPIENT COMMITTED ACTUAL OR CONSTRUCTIVE FRAUD AND HAS RESOURCES OTHER THAN HIS INCOME INCLUDING THE GRANT TO WHICH HE IS CURRENTLY ELIGIBLE.

(Section Continued on Next Page)

674-05 (Continued)

674-05

Notification shall be given to any recipient who made a repayment of aid which is determined to have been an erroneous repayment and he shall be advised of his right to seek reimbursement.

A voluntary repayment of aid, made upon the initiative of the payer without request or suggestion on the part of the county, constitutes a gift, and shall not be deemed to have been erroneous. (AGO NS 1459)

If the county wishes to have the SDSW make an independent finding in addition to the county's finding, request for such a finding shall be made in writing to the SDSW at Sacramento; the request shall be accompanied by a statement showing the claimant's contention, the amounts and periods involved, and the basis upon which the repayment was collected by the county. (W&IC 1560, 2140, 2222.7, 3075, 3460)

In cases where the county or the SDSW certifies that an erroneous repayment was made, the Federal, State and county shares of the erroneous repayment shall be returned.

Recipients of aid whose claim for the return of an erroneous repayment of aid has been rejected by the board of supervisors shall be informed of their right to appeal to the SSWB. (W&IC 1560, 2140, 3075, 3460)

674-10 FISCAL REPORTING OF RETURNS OF ERRONEOUS REPAYMENTS
OAS, ANB, APSB, ANC

674-10

If the erroneous repayment was not previously reported to the SDSW on Forms Ag, Bl, CA 803 (Report of Adjustments) or Ag, Bl, CA 805 (Report of Collections), the return of the erroneous repayment need not be reported to the SDSW, but all pertinent facts surrounding the return shall be incorporated in the county case record.

If the erroneous repayment has already been reported to the SDSW on Forms Ag, Bl, CA 803, or 805, the county shall report the return of the erroneous repayment on a current claim as credit entries on Forms Ag, Bl, CA 803 or 805, and deduct them from the total of regular adjustments or collections reported. The fiscal distribution of the credit item shall be in the same relative proportion as the distribution of the original repayment. The date on which the return was made, together with the check or warrant number shall be reported on Forms Ag, Bl, CA 803 or 805. If the county has no regular adjustments or collections to report, or if such regular adjustments or collections total less than the returns to claimants, credit entries will appear under the appropriate items on the Aid Affidavit, Form Ag, Bl, CA 800.

In addition to inclusion on Forms Ag, Bl, CA 803 or 805, the return and all information pertaining thereto shall be reported to the SDSW for each individual case by means of a letter or Form Ag, Bl, CA 808 (Notice of Repayment). In the event Form Ag, Bl, CA 808 is used, the heading of the form should be changed to "Notice of Return of Repayment." (W&IC 1560, 2140, 2222.7, 3075, 3460)

673-50 REPORTING OF COLLECTIONS
OAS, ANB, APSB, ANC

673-50

Collections are reported on the Aid Affidavits (Forms Ag, Bl, CA 800 and CA 800 BHI) under the items provided and detail is shown on Report of Collections (Forms Ag, Bl, CA 805), accompanying each respective claim. (SEE FORMS AG, BL, CA 800, CA 800 BHI AND AG, BL, CA 805 IN SEC. 629-99, COUNTY AID CLAIM FORMS.) (W&IC 116, 1560, 2140, 3075, 3460)

673-75 ADDITIONAL REPORTS OF ADJUSTMENTS AND COLLECTIONS
OAS, ANB, APSB, ANC

673-75

Notices of Repayment (Forms Ag, Bl, CA 808), are used to report all repayments of aid. It shall be stated in the space provided on such forms whether the repayment is an adjustment or a collection. It is also necessary to include on these forms specific information regarding the reason for and the amount of the overpayment as well as the period during which the overpayment occurred; also the method used in computing the total amount of the distribution of the repayment. (SEE FORMS AG, BL, CA 808 IN SEC. 674-99, FORMS USED IN REPORTING REPAYMENTS.) (W&IC 116, 1560, 2140, 3075, 3460)

674-00 DEFINITION OF ERRONEOUS REPAYMENTS
OAS, ANB, APSB, ANC

674-00

An erroneous repayment is a repayment of aid which has been collected upon the assumption that aid was extended to which the recipient was not in fact or by law entitled, and where it is later found that the recipient was in fact or by law entitled to the aid which he received. (W&IC 1560, 2140, 2222.7, 3075, 3460; AGO NS4608)

674-05 CLAIMS FOR THE RETURN OF ERRONEOUS REPAYMENTS
OAS, ANB, APSB, ANC


674-05

An individual who believes that he has repaid aid in error may request the return of such erroneous repayment. This request may be made at any time but shall be made in writing. The written request constitutes a claim for the return of the money erroneously repaid; the claimant need not file his request with the county auditor or county clerk since Political Code Sec. 4075 is deemed to have no bearing on claims of this nature. Assistance shall be given by the county welfare department to individuals who wish to file a request for the return of erroneous repayments of aid. (W&IC 1560, 2140, 3075, 3460; AGO NS5736)

Claims for the return of erroneous repayments shall be approved by the board of supervisors if it is found that the repayment of aid was collected erroneously because of mistake of law or fact. In making findings with respect to erroneous repayments of aid, the county shall carefully determine if, during the period to which the repayment was applicable, there existed other factors of complete or partial ineligibility in addition to the one on which the repayment of aid was predicated; if such facts are found to have existed, it may be found that no return, or a return in a smaller amount, is in order. (AGO NS5736)

(Section Continued on Next Page)

MAIN OFFICE
SACRAMENTO
616 K STREET


Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
March 8, 1946

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MRS. BERNICE H. CHIPMAN
1100 UNION STREET
SAN FRANCISCO

JOHN C. CUNEO
922 J STREET
MODESTO

GERALD C. KEPPLER
135 NORTH BRIGHT AVENUE
WHITTIER

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations
made by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 272-A (ANC)

These regulations are filed in accordance with Section 11381
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

366:b5
Attachment

RECEIVED
SACRAMENTO, CALIF.

1946 MAR 9 AM 9 18

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

Certified as a Regulation (or as
Regulations) of the

State Dept of Social Welfare
(Name of State Agency)

McQuhee
(Signature)

Director
(Title)

3/8/46

(Date)

1
MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BLDG.
995 MARKET STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR
Sacramento
January 29, 1946

*Authority: W410 103, 103.5,
113, 114, 120, 120.5,
1507, 1511, 1560*

DEPARTMENT BULLETIN NO. 272-A (ANC)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Re Amount of Grant - ANC

Bulletin No. 272 provided that February 1, 1946, was the effective date for conforming to its provisions in relation to Aid to Needy Children.

This is to advise you that the State Social Welfare Board on January 24, 1946, postponed the effective date of the bulletin until further consideration can be given to certain of its provisions.

Very sincerely yours,

Charles M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Certified as a Regulation (or as
Regulations) of the

State Dept of Social Welfare
(Name of State Agency)

Chas. W. W. W.
(Signature)

Director
(Title)

3/27/46
(Date)

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento 14
March 27, 1946

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MRS. BERNICE H. CHIPMAN
1100 UNION STREET
SAN FRANCISCO

JOHN C. CUNEO
922 J STREET
MODESTO

GERALD C. KEPPLER
135 NORTH BRIGHT AVENUE
WHITTIER

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

IN REPLY PLEASE REFER
TO:

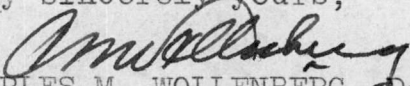
Dear Mr. Jordan:

Attached are three copies of the following regulations
made by the State Department of Social Welfare.

S.D.S.W. REGULATION BOARDING HOMES NO. 14

These regulations are filed in accordance with Section 11381
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

366:b5
Attachment

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

Earl Warren
Governor

K/C 103, 115, 116, 1620-
1630, 2300-2310

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
March 25, 1946

S.D.S.W. REGULATION BOARDING HOMES NO. 14

TO: ACCREDITED AND INSPECTION AGENCIES
[CHILD PLACING AGENCIES
COUNTY WELFARE DEPARTMENTS

IN REPLY PLEASE REFER
TO:

Subject: Subvention to Accredited
Agencies for Boarding Homes
for Aged and Children
Chapters 107 and 108
Statutes, 1946 F.E.S.

The amendment of Section 2302 and Section 1622 of the Welfare and Institutions Code, effective April 1, 1946, provides for State reimbursement to accredited agencies at the rate of \$3.00 per month per license for the cost of the service rendered as an accredited agency in licensing boarding homes for aged and children.

Contracts With Existing Accredited Agencies

It will be necessary to enter into new contracts with existing accredited agencies. Such contracts should be executed in duplicate as soon as possible.* Each contract must bear the signature of the chairman of the board of supervisors, or the city official empowered to enter into such contracts, and the signature of the Director of the State Department of Social Welfare.

The contract will be in the form indicated below. (See attachment.) The types of homes to be delegated or retained by the State Department of Social Welfare are to be indicated in the body of the contract. All segregation of family boarding homes as to numbers of persons cared for is purposely omitted. No responsibility will be delegated to local agencies except for the family type of boarding home, which has customarily included the home caring for less than eleven children for day care (including the foster family's own children under sixteen), and less than sixteen children for 24-hour care (including the foster family's own children under sixteen), and less than 16 aged persons. Only those parent-child homes will be delegated which have no more than six children or four family units (counting the foster family unit, and the children of the foster family under sixteen years of age).

Other Public Agencies

Other public agencies currently acting as inspection agencies, and other public agencies who wish to become an accredited agency for the first time, may apply to become fully accredited agencies of the State Department of Social Welfare, eligible to State reimbursement. Execution of a contract in the form indicated in

*Subvention will be paid on existing contracts, but not after June 30, 1946.

the attachment will be necessary. Contract forms for execution in duplicate will be forwarded by the State Department of Social Welfare upon request.

Policies With Respect to Delegation

The State Department of Social Welfare will accredit only one public agency to serve in a given geographical area for either the aged or children's boarding home program. In general, only one county agency will be accredited to serve on a county-wide basis and each such agency will be delegated all family boarding homes for aged and children in the area of the agency's jurisdiction. However, one city agency might be accredited to serve a city and a county agency might be accredited to serve all territory in the county outside the limits of that city. Also, one city or county agency might be accredited to serve in a given geographical area for the aged boarding home program and another city or county agency might be accredited in the same geographical area for the children's boarding home program.

Information Required of Accredited Agencies

Beginning April 1, 1946, each boarding home license issued by accredited agencies shall be prepared in triplicate and each license must have the identifying case number and symbol (BHA, BHC) by which the boarding home case is identified by the agency. The case number may be used in lieu of license number, or, if desired by the accredited agency, both case number and license number may be used. The original license shall be transmitted to the foster mother or boarding home operator, one duplicate copy shall remain in the case record, and one duplicate copy of the license shall be sent to the State Department of Social Welfare at Sacramento. The accumulated copies of licenses issued shall be sent to the State Department of Social Welfare not less frequently than once a month. All duplicates of licenses issued during the calendar month must be received in Sacramento by the 10th of the ensuing month.

Effective Date of Licenses

No license shall be issued or bear an effective date prior to completion of the social study. The effective date of a license may be the date actually issued, or a subsequent date. Example: License expires 5/31/46. Investigation completed 5/20/46, and renewal license issued bearing effective date of 6/1/46.

A boarding home license expires one year from the effective date, unless the license is automatically cancelled by change of address, or is terminated by revocation, request for cancellation, etc. Example: A license effective as of 4/1/46 becomes void at the end of the day on 3/31/47.

Fiscal Procedure

The fiscal procedure for claiming reimbursement for licensing services rendered under Section 1622 and Section 2302 of the Welfare and Institutions Code, effective April 1, 1946, is as follows:

A. Forms to be Used for Claiming

1. BHA 80, Affidavit-Monthly Claim for Reimbursement for Inspection and Licensing Services Rendered Under Section 2302 of the Welfare and Institutions Code.

... ..

[Faint, illegible handwritten notes]

RECEIVED 10 APR 1963

Figure 6 shows the effect of the initial concentration of the monomer on the polymerization rate. The rate increases with increasing initial concentration of the monomer. This is because the higher the initial concentration of the monomer, the more active species are generated during the polymerization process.

[Faint handwritten notes at the bottom of the page]

2. BHA 81, Detail-Monthly Claim for Reimbursement for Inspection and Licensing Services Rendered Under Section 2302 of the Welfare and Institutions Code.
3. BHC 80, Affidavit-Monthly Claim for Reimbursement for Inspection and Licensing Services Rendered Under Section 1622 of the Welfare and Institutions Code.
4. BHC 81, Detail-Monthly Claim for Reimbursement for Inspection and Licensing Services Rendered Under Section 1622 of the Welfare and Institutions Code.

B. Submission of Claims

Claims shall be submitted to the State Department of Social Welfare by the tenth of the month following the end of the calendar month.

C. Licenses for Which Claim Can be Made

The amount of subvention for each license issued is three dollars (\$3.00) per month.

If a license is issued after the first of the month, claim will be made beginning with the following month. For example: A license was issued on April 15, 1946, claim will be made only from May 1, 1946.

If a license is effective on the first of the month, reimbursement for the full month will be allowed even though the license may expire during the month. For example: A license in effect on April 1, 1946, and expiring on April 15, 1946, reimbursement will be allowed for the month of April, 1946.

D. Procedure for Compiling Forms

Forms BHA 81 and BHC 81, Detail of Monthly Claim to accompany affidavit.

Column 1 Show the case number and symbol (BHA, BHC) used by the county in distinguishing each case, and cases shall be listed in numerical order.

Column 2 Report the full name of the licensee as it appears on the license issued.

Forms BHA 80 and BHC 80, Affidavit to Accompany Detailed Claim.

Column 1 The data for this column must be taken from Form BHA 81 and BHC 81. Report the total number of licenses being claimed for the month in this column.

Column 2 The amount in this column will be used as the "Unit Cost" for each license issued as was set up in the act.

Column 3 Column 1 times Column 2 will give the total cost for which reimbursement is claimed.

The affidavit must have the signature of the executive officer of the accredited agency (county welfare department, the welfare director will sign) and must be attested.

1. The first group of people who are not in the military are the people who are not in the military.

Reference was made to the fact that the above-mentioned information was obtained from the files of the FBI, New York City Office, dated 10/10/68.

... ..

1. The first part of the document is a list of names and titles, including "The Hon. Mr. Justice" and "The Hon. Mr. Justice".

THE UNIVERSITY OF CHICAGO

... ..

IT IS REQUESTED THAT YOU ADVISE THE BUREAU OF THE RESULTS OF YOUR INVESTIGATION.

It is intended in effect to allow the first of the month, reimbursement for the month will be allowed even though the license may expire during the month. For example: A license is issued on April 1, 1946, and expires on April 15, 1946; reimbursement will be allowed for the month of April, 1946.

RECEIVED 11/11/70

Column 1 Show the case number and date of birth of the person who was arrested in connection with the case. The case number should be the same as the case number in the case file.

10-11-54

[illegible]

10 THE STATE OF TEXAS, COUNTY OF DALLAS, ss. I, the undersigned, a Notary Public in and for said State, do hereby certify that the foregoing is a true and correct copy of the original of the same, as the same appears from the records of said County.

Charge for Forms

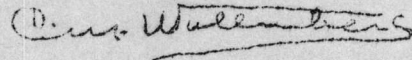
Forms BHC 80, BHA 80, Affidavit-Monthly Claim for Reimbursement for Inspection and Licensing Services, and Form BHC 81, BHA 81, Detail-Monthly Claim, may be purchased from the State Bureau of Purchases, Supply Department, State Office Building No. 1, Sacramento, California. As soon as the present supply of the license Form BHC 30.1 (formerly BHC 11) and BHA 30.1 (formerly BHA 6) is exhausted, license forms will also be available through the State Bureau of Purchases.

Statistical Procedure

As heretofore, accredited agencies will submit monthly statistical reports on their boarding home licensing operations. Instructions for completion of the reports (Form BHC 41, Revised, Monthly Statistical Report on Licensing of Boarding Homes for Children and Form BHA 41, Revised, Monthly Statistical Report on Licensing of Boarding Homes for Aged) are attached. It will be noted that these reports do not differ essentially from the monthly statistical report forms which have been used by the accredited agencies for several years. (As heretofore the Department will furnish without charge necessary supplies of Forms BHC 41 and BHA 41).

The monthly statistical reports (BHC 41, Revised, and BHA 41, Revised) are due in triplicate at the State Department of Social Welfare, Sacramento, not later than the 8th day of the month following the month covered by the reports.

Very sincerely yours,



CHARLES M. VOLLENBERG, Director
Department of Social Welfare

Attached: Chapters 107 and 108 Statutes 1946 F.E.S.

DELEGATION OF AUTHORITY AS AN ACCREDITED AGENCY

TO

BY

STATE DEPARTMENT OF SOCIAL WELFARE

The State Department of Social Welfare in accordance with Section (s) (1622 and 2302) of the Welfare and Institutions Code of the State of California hereby designates the _____ of (city or county) as an accredited agency, and delegates to said agency the authority necessary to perform the duties and functions prescribed under Sections (1620-1631 and 2300-2311) of the Welfare and Institutions Code relating to the licensing of private boarding homes for (children and aged) within (city or county).

The accredited agency hereby accepts responsibility for inspection and license as follows:

- | | |
|---|---------------------------------------|
| 1. Family boarding homes for aged persons | <u>Delegated</u> <u>Not Delegated</u> |
| 2. Family boarding homes for day care of children | <u>Delegated</u> <u>Not Delegated</u> |
| 3. Family boarding homes for 24-care of children | <u>Delegated</u> <u>Not Delegated</u> |
| 4. Family boarding homes for parents and children | <u>Delegated</u> <u>Not Delegated</u> |

The State Department of Social Welfare reserves the right by direct proceeding to revoke a license for cause after a hearing in accordance with Section (s) (1625 and 2305), and Chapter 5 of Part I of Division 3 of Title 2 of the Government Code.

The accredited agency hereby agrees to abide by and follow the rules and regulations of the State Department of Social Welfare which are now in force and as they may be amended in the future, pertaining to boarding homes for (aged and children), and further agrees to use such forms and submit such reports as are required.

The State Department of Social Welfare shall provide the accredited agency with such boarding home records in the possession of the State Department of Social Welfare as may be necessary for the use of the accredited agency. Records in the possession of an accredited agency shall be returned to the State Department of Social Welfare, upon request, upon the termination of the contract.

The State Department of Social Welfare, as the principal, reserves the right to examine the work done by the agency and to examine homes licensed by the agency as it may deem necessary.

This agreement shall be in effect until revoked by either party upon thirty days' written notice to the other.

	Name of County or City
	By _____
Date _____	Title _____
	State Department of Social Welfare
Date _____	_____
	Charles M. Wollenberg, Director

AFFIDAVIT - MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND LICENSING
SERVICES RENDERED UNDER SECTION 2302 OF THE WELFARE AND INSTITUTIONS CODE

(Boarding Homes for the Aged)

FROM _____ COUNTY OR CITY AGENCY
FOR THE MONTH OF _____ 19____
(TO BE SUBMITTED WITH DETAILED CLAIM, FORM BHA 81)

COL. 1	COL. 2	COL. 3
NUMBER OF LICENSES	UNIT COST	TOTAL COST FOR WHICH REIMBURSEMENT IS CLAIMED (Col. 1 x Col. 2)
	\$3.00	\$

STATE OF CALIFORNIA

COUNTY OF _____) ss.

I, _____, BEING DULY SWORN, DEPOSE AND SAY: THAT I AM THE EXECUTIVE OFFICER OF THE CITY OR COUNTY AGENCY ACCREDITED AND APPROVED BY THE STATE DEPARTMENT OF SOCIAL WELFARE TO PERFORM INSPECTION AND LICENSING FUNCTIONS UNDER CHAPTER 11, DIVISION 3 OF THE WELFARE AND INSTITUTIONS CODE. THAT I HAVE FULLY COMPLIED WITH THE LAW, RULES AND REGULATIONS GOVERNING THESE INSPECTION AND LICENSING FUNCTIONS. THAT THE LICENSEES WHOSE NAMES APPEAR ON THE REPORT HERETO ATTACHED HELD VALID LICENSES DURING THE MONTH FOR WHICH REIMBURSEMENT IS HEREBY CLAIMED.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY

EXECUTIVE OFFICER OF THE ACCREDITED AGENCY

OF _____, 19____

TITLE _____

TITLE _____

FOR STATE USE ONLY

THE ABOVE CLAIM HAS BEEN VERIFIED AGAINST SUPPORT-
ING DOCUMENTARY EVIDENCE AND SUBJECT TO FIELD
AUDIT, IS APPROVED FOR PAYMENT._____
SUPERVISOR, BUREAU OF AUDITS

DATE _____

I HEREBY CERTIFY THAT THERE IS A BALANCE OF STATE
FUNDS, APPROPRIATED BY CHAPTER _____ STATUTES
OF 1946, SUFFICIENT TO FINANCE PAYMENTS OF THE
\$ _____ CLAIMED IN COLUMN 4._____
DEPARTMENTAL ACCOUNTING OFFICER

DATE _____

CLAIM NO

DATE RECEIVED

SIGNATURE

IN RE: [Name], Defendant
[Name], Plaintiff

(Caption for Case No. 100-100000)

THE COURT hereby orders that the parties to the within-entitled cause shall appear before the Court on the [Date] at [Time] for the purpose of [Purpose].

NAME OF PARTY	ADDRESS	DATE OF BIRTH
[Name]	[Address]	[Date]
[Name]	[Address]	[Date]

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

BEFORE ME, the undersigned authority, on this [Date] day of [Month], 19[Year], personally appeared [Name], known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this [Date] day of [Month], 19[Year].

SUBSCRIBED AND SWORN TO before me this [Date] day of [Month], 19[Year].

[Signature]
[Title]

NOTARY PUBLIC
[Signature]
[Title]

NOTARY PUBLIC
[Signature]
[Title]

FILED
[Signature]
[Title]

AFFIDAVIT - MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND LICENSING
SERVICES RENDERED UNDER SECTION 1622 OF THE WELFARE AND INSTITUTIONS CODE

(Boarding Homes for Children)

FROM _____ COUNTY OR CITY AGENCY

FOR THE MONTH OF _____, 19____

(TO BE SUBMITTED WITH DETAILED CLAIM, FORM BHC 81)

COL. 1	COL. 2	COL. 3
NUMBER OF LICENSES	UNIT COST	TOTAL COST FOR WHICH REIMBURSEMENT IS CLAIMED (COL. 1 x COL. 2)
	\$3.00	\$

STATE OF CALIFORNIA

COUNTY OF _____ } ss.

I, _____, BEING DULY SWORN, DEPOSE AND SAY: THAT I AM THE EXECUTIVE OFFICER OF THE CITY OR COUNTY AGENCY ACCREDITED AND APPROVED BY THE STATE DEPARTMENT OF SOCIAL WELFARE TO PERFORM INSPECTION AND LICENSING FUNCTIONS UNDER CHAPTER 1, PART 3, DIVISION 2 OF THE WELFARE AND INSTITUTIONS CODE. THAT I HAVE FULLY COMPLIED WITH THE LAW, RULES AND REGULATIONS GOVERNING THESE INSPECTION AND LICENSING FUNCTIONS. THAT THE LICENSEES WHOSE NAMES APPEAR ON THE REPORT HERETO ATTACHED HELD VALID LICENSES DURING THE MONTH FOR WHICH REIMBURSEMENT IS HEREBY CLAIMED.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY

EXECUTIVE OFFICER OF THE ACCREDITED AGENCY

OF _____, 19____

TITLE _____

TITLE _____

FOR STATE USE ONLY

THE ABOVE CLAIM HAS BEEN VERIFIED AGAINST SUPPORTING DOCUMENTARY EVIDENCE AND SUBJECT TO FIELD AUDIT, IS APPROVED FOR PAYMENT.

SUPERVISOR, BUREAU OF AUDITS

DATE _____

I HEREBY CERTIFY THAT THERE IS A BALANCE OF STATE FUNDS, APPROPRIATED BY CHAPTER _____ STATUTES OF 1946, SUFFICIENT TO FINANCE PAYMENT OF THE \$ _____ CLAIMED IN COLUMN 3.

DEPARTMENTAL ACCOUNTING OFFICER

DATE _____

CLAIM NO.

DATE RECEIVED

SIGNATURE

FORWARD TWO COPIES TO THE
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

DETAIL - MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND
LICENSING SERVICES RENDERED UNDER SECTION 2302 OF THE
WELFARE AND INSTITUTIONS CODE

(BOARDING HOMES FOR THE AGED)

FROM _____ COUNTY OR CITY AGENCY
FOR THE MONTH OF _____, 19____

1. CASE NUMBER	2. NAME OF LICENSEE

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

FORWARD TWO COPIES TO THE
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

DETAIL - MONTHLY CLAIM FOR REIMBURSEMENT FOR INSPECTION AND
LICENSING SERVICES RENDERED UNDER SECTION 1622 OF THE
WELFARE AND INSTITUTIONS CODE.

(BOARDING HOMES FOR CHILDREN)

FROM _____ COUNTY OR CITY AGENCY

FOR THE MONTH OF _____, 19____

1. CASE NUMBER	2. NAME OF LICENSEE

MONTHLY STATISTICAL REPORT ON LICENSING
OF BOARDING HOMES FOR AGED

AGENCY _____ REPORT FOR MONTH OF _____, 19__

	NUMBER OF HOMES		
	(1) PRIVATE (1 TO 10 PERSONS)	(2) SPECIAL (11 TO 15 PERSONS)	(3) TOTAL
A. NEW APPLICATIONS			
1. NEW APPLICATIONS PENDING AT BEGINNING OF MONTH (SAME AS ITEM 5 PREVIOUS MONTH).....			
2. NEW APPLICATIONS RECEIVED DURING MONTH.....			
3. TOTAL NEW APPLICATIONS (1 PLUS 2).....			
4. NEW APPLICATIONS DISPOSED OF DURING MONTH (A PLUS B PLUS C)...			
A. NEW APPLICATIONS GRANTED DURING MONTH.....			
B. NEW APPLICATIONS WITHDRAWN DURING MONTH.....			
C. NEW APPLICATIONS DENIED DURING MONTH.....			
5. NEW APPLICATIONS PENDING AT END OF MONTH (3 MINUS 4).....			
B. RENEWALS			
6. RENEWALS PENDING AT BEGINNING OF MONTH (SAME AS ITEM 10 PREVIOUS MONTH).....			
7. RENEWALS FALLING DUE DURING MONTH.....			
8. TOTAL RENEWALS (6 PLUS 7).....			
9. RENEWALS DISPOSED OF (SUM OF A, B, C AND D).....			
A. RENEWAL LICENSES GRANTED.....			
B. RENEWAL APPLICATIONS DENIED.....			
C. RENEWAL APPLICATIONS WITHDRAWN.....			
D. DISCONTINUED WITHOUT REAPPLICATION.....			
10. RENEWALS PENDING AT END OF MONTH (8 MINUS 9).....			
C. CASES			
11. HOMES CURRENTLY LICENSED AT BEGINNING OF MONTH (SAME AS ITEM 18 PREVIOUS MONTH).....			
12. NEW LICENSES GRANTED DURING MONTH (SAME AS 4A).....			
13. RENEWAL LICENSES GRANTED DURING MONTH (SAME AS 9A).....			
14. TOTAL LICENSES IN EFFECT DURING MONTH (11 PLUS 12 PLUS 13).....			
15. RENEWALS FALLING DUE DURING MONTH (SAME AS 7).....			
16. CURRENT LICENSES VOLUNTARILY DISCONTINUED DURING MONTH.....			
17. CURRENT LICENSES REVOKED DURING MONTH.....			
18. HOMES HOLDING LICENSE AT END OF MONTH (14 MINUS 15, 16 AND 17).....			

SIGNATURE OF PERSON PREPARING REPORT _____ DATE _____

THIS REPORT IS DUE IN TRIPLICATE AT THE STATE DEPARTMENT OF SOCIAL WELFARE, 616 K STREET, SACRAMENTO, NOT LATER THAN THE 8TH DAY OF THE MONTH FOLLOWING THE MONTH COVERED BY THE REPORT.

MONTHLY STATISTICAL REPORT ON LICENSING
OF BOARDING HOMES FOR CHILDREN

AGENCY _____ REPORT FOR MONTH OF _____, 19__

A. NEW APPLICATIONS	NUMBER OF HOMES			
	(1) FULL-TIME CARE	(2) DAY CARE	(3) PARENT CHILD CARE	(4) TOTAL
1. NEW APPLICATIONS PENDING AT BEGINNING OF MONTH (SAME AS ITEM 5 PREVIOUS MONTH).....				
2. NEW APPLICATIONS RECEIVED DURING MONTH.....				
3. TOTAL NEW APPLICATIONS (1 PLUS 2).....				
4. NEW APPLICATIONS DISPOSED OF DURING MONTH (A PLUS B PLUS C)..				
A. NEW APPLICATIONS GRANTED DURING MONTH.....				
B. NEW APPLICATIONS WITHDRAWN DURING MONTH.....				
C. NEW APPLICATIONS DENIED DURING MONTH.....				
5. NEW APPLICATIONS PENDING AT END OF MONTH (3 MINUS 4).....				
B. RENEWALS				
6. RENEWALS PENDING AT BEGINNING OF MONTH (SAME AS ITEM 10 PREVIOUS MONTH).....				
7. RENEWALS FALLING DUE DURING MONTH.....				
8. TOTAL RENEWALS (6 PLUS 7).....				
9. RENEWALS DISPOSED OF (SUM OF A, B, C AND D).....				
A. RENEWAL LICENSES GRANTED.....				
B. RENEWAL APPLICATIONS DENIED.....				
C. RENEWAL APPLICATIONS WITHDRAWN.....				
D. DISCONTINUED WITHOUT REAPPLICATION.....				
10. RENEWALS PENDING AT END OF MONTH (8 MINUS 9).....				
C. CASES				
11. HOMES CURRENTLY LICENSED AT BEGINNING OF MONTH (SAME AS ITEM 18 PREVIOUS MONTH).....				
12. NEW LICENSES GRANTED DURING MONTH (SAME AS 4A).....				
13. RENEWAL LICENSES GRANTED DURING MONTH (SAME AS 9A).....				
14. TOTAL LICENSES IN EFFECT DURING MONTH (11 PLUS 12 PLUS 13)...				
15. RENEWALS FALLING DUE DURING MONTH (SAME AS 7).....				
16. CURRENT LICENSES VOLUNTARILY DISCONTINUED DURING MONTH.....				
17. CURRENT LICENSES REVOKED DURING MONTH.....				
18. HOMES HOLDING LICENSE AT END OF MONTH (14 MINUS 15, 16 AND 17).....				

SIGNATURE OF PERSON PREPARING REPORT _____ DATE _____

THIS REPORT IS DUE IN TRIPPLICATE AT THE STATE DEPARTMENT OF SOCIAL WELFARE, 616 K STREET, SACRAMENTO, NOT LATER THAN THE 8TH DAY OF THE MONTH FOLLOWING THE MONTH COVERED BY THE REPORT.

MONTHLY STATISTICAL REPORT ON LICENSING OF BOARDING HOMES FOR CHILDREN
(BHC 41 REVISED)
MONTHLY STATISTICAL REPORT ON LICENSING OF BOARDING HOMES FOR AGED
(BHA 41 REVISED)

- - - - -

COLUMN DEFINITIONS.

BHC 41. Four columns are provided. The first three columns are used for separate counts of the three types of boarding homes for children; the fourth column is used to enter the sum of the three preceding columns.

The three types of children's boarding homes are defined as follows:

- Column 1. Full-time care. A home giving full-time care is defined as a private family home which accepts for twenty-four hour care one or more children to board, with or without compensation, except that this does not apply to the boarding of nieces, nephews, grandchildren, brothers or sisters.
- Column 2. Day care. A home giving day care is defined as a private family home which accepts only for day care one or more children to board, with or without compensation, except that this does not apply to the boarding of nieces, nephews, grandchildren, brothers or sisters.
- Column 3. Parent-child care. A home giving parent-child care is defined as a private family home which offers board and room, or room alone, to parents with their children, including, as a clearly defined part of the services given, the care and supervision of the children while the parent is away, either at work or elsewhere.
- Column 4. Total. Enter the sum of Columns 1, 2, and 3.

BHA 41. Three columns are provided. The first two columns are used for separate counts of the two types of boarding homes for aged; the third column is used to enter the sum of the two preceding columns.

The two types of boarding homes for aged are defined as follows:

- Column 1. Private homes. A private home for aged persons is one which accepts for board and care from 1 to 10 aged persons who are not relatives of the operator of the home.
- Column 2. Special homes. A special boarding home for aged persons is one which accepts for board and care 11 to 15 aged persons, inclusive.
- Column 3. Total. Enter the sum of Columns 1 and 2.

CHANGES IN CLASSIFICATION

Changes from one type of home to another (e.g. from full-time to day care, private to special, etc.) should be handled by inventory adjustments in Items 1, 6 or 11, and explained in a footnote.

SECTION A. NEW APPLICATIONS.

Report in this section the opening inventory, receipt, disposition and closing inventory of all new applications for licenses received during the month. Do not include applications for renewal of licenses; report renewal applications in Part B.

1. New applications pending at beginning of month. Report the number of new applications which were pending at the beginning of the month covered by the report. This item must correspond with item 5 of the previous month's report; if it does not, explain the difference in a footnote.
2. New applications received during the month. Enter the number of new applications for licenses received during the month. Report all applications received even though some are subsequently withdrawn or not granted.
3. Total new applications. Enter the sum of item 1 plus item 2.
4. New applications disposed of during the month. Enter the sum of items 4a, 4b and 4c.
 - a. New applications granted during the month. Report all new applications on which licenses were issued during the month.
 - b. New applications withdrawn during the month. Enter the number of new applications for licenses that were withdrawn during the month or were voided by the agency because of change of address of the applicant.
 - c. New applications denied during month. Report the number of new applications for licenses that were denied during the month because the boarding home did not meet the standards of the State Department of Social Welfare.
5. New applications pending at end of month. Enter the number of new applications which remained open for consideration at the end of the month. This is obtained by subtracting item 4 from item 3.

SECTION B. RENEWALS.

6. Renewals pending at beginning of month (same as item 10 previous month). Report the number of renewals that were pending at the end of the previous month as shown in item 10 of the previous month's report. If there is a difference, explain in a footnote.
7. Renewals falling due during month. Report the number of licenses that have automatically expired during the month because twelve months have elapsed since the licenses were issued. Enter all such expirations whether requests for renewal or renewal applications have been received or not.
8. Total renewals. Enter the sum of items 6 and 7.

9. Renewals disposed of. Enter the sum of items 9a, 9b, 9c and 9d. Renewals falling due during the month, but not disposed of, should be included in item 10.
- a. Renewal licenses granted. Report the number of licenses that were renewed for another 12-month period.
 - b. Renewal applications denied. Report the number of applications for renewal which were not renewed because investigation showed they no longer met the standards of the State Department of Social Welfare.
 - c. Renewal applications withdrawn. Enter the number of applications for renewal that were withdrawn before formal action was taken.
 - d. Discontinued without reapplication. Enter the number of boarding homes for which license has expired and for which the operator does not wish to renew application.
10. Renewals pending at end of month (BHC 41). Enter the number of renewals that remained open for consideration at the end of the month. This is obtained by subtracting item 9 from item 8.
10. Renewals pending at end of month (BHA 41). Enter the number of renewals that remained open for consideration at the end of the month. This is obtained by subtracting item 9 from item 8.

SECTION C. CASES.

11. Homes currently licensed at beginning of month (same as item 18 of previous month). Enter the number of homes that were holding licenses at the beginning of the month. This item must correspond with item 18 of the previous month's report; if it does not, explain in a footnote. Please note that the entry for item 11 will not necessarily represent the number of licenses for which reimbursement is to be claimed for the month covered by the report. Hence item 11 of this report probably will not be comparable with the number shown for this month on the quarterly claims (BHC 81 and BHA 81).
12. New licenses granted during month. Report the number of new licenses that were granted during the month. This must be the same as item 4a.
13. Renewal licenses granted during month. Enter the number of licenses that were renewed for another 12-month period. This must be the same as item 9a.
14. Total licenses in effect during the month. Report the total number of licenses in effect at some time during the month. This is the sum of items 11, 12 and 13.
15. Renewals falling due during month. Enter the number of renewals falling due during the month as reported in item 7.
16. Current licenses voluntarily discontinued during month. Enter the number of current licenses that were discontinued at the request of the boarding home, or were voided by the agency because of change of address of the boarding home, before the 12-month period had elapsed.

17. Current licenses revoked during month. Enter the number of current licenses that were revoked by action of the State Board of Social Welfare. Do not include renewal applications that were denied; report such action in item 9b.
18. Homes holding licenses at end of month (BHC 41). Enter the number of homes holding licenses at the end of the month. This item is found by subtracting items 15, 16 and 17 from item 14.
18. Homes holding license at end of month (EHA 41). Enter the number of homes holding license at the end of the month. This item is found by subtracting items 15, 16 and 17 from item 14.

Senate Bill No. 33

CHAPTER 108

An act to amend Section 1622 of the Welfare and Institutions Code, relating to inspection services licensing agencies for child care and home finding, making an appropriation therefor, and declaring the urgency thereof, to take effect immediately.

[Approved by Governor March 5, 1946. Filed with Secretary of State March 8, 1946.]

The people of the State of California do enact as follows:

SECTION 1. Section 1622 of the Welfare and Institutions Code is amended to read:

1622. The State Department of Social Welfare may inspect, examine and license under this chapter or any county or city may establish, and the State Department of Social Welfare may accredit and approve, a county or city inspection service to perform such functions under this chapter.

If any county or city establishes an inspection service, and such service is approved by the State Department of Social Welfare, the inspection may be made by a health department having at least one regularly licensed physician, or a qualified social service department.

The inspection service shall conform to the requirements of this chapter and to the rules of the State Department of Social Welfare.

The costs of any inspection service undertaken by a county or city, with the approval of the State Department of Social Welfare, shall be borne by the State at the rate of three dollars (\$3) per month per license. Claims shall be filed with the department at the time and in the manner specified by the department for reimbursement of the expenses incurred. If any grants-in-aid are made by the Federal Government for the support of any inspection service approved by the State Department of Social Welfare, the amount of the Federal grant shall first be applied to defer the costs of the service and the remainder of the costs, if any, shall be borne by the State.

SEC. 2. The sum of three hundred eighty-four thousand seven hundred fifty dollars (\$384,750) or so much thereof as may be necessary is hereby appropriated out of any money in the State treasury not otherwise appropriated, to be expended by the State Department of Social Welfare during the Ninety-seventh and Ninety-eighth Fiscal Years for expenses under Section 1622 of the Welfare and Institutions Code.

SEC. 3. This act shall become operative April 1, 1946.

SEC. 4. This act is hereby declared to be an urgency measure necessary for the immediate preservation of public peace, health and safety within the meaning of Section 1 of Article IV of the Constitution and shall therefore go into immediate effect. A statement of the facts constituting such necessity is as follows:

Agencies for child care and home-finding have been and continue to be widely established for the care of the children of persons engaged in performing work and rendering services essential to reconversion of the economic life of the State from a wartime to a peacetime basis. Careful licensing and inspection of these agencies is necessary to protect the children placed therein. To insure the continuance and needed expansion of the inspection services, and so to insure adequate care without which the public peace, health, and safety will be endangered, it is necessary that this act take effect immediately.

O

Senate Bill No. 32

CHAPTER 107

An act to amend Section 2302 of the Welfare and Institutions Code, relating to the inspection services licensing agencies for the care of the aged, making an appropriation therefor, and declaring the urgency thereof, to take effect immediately.

[Approved by Governor March 5, 1946. Filed with Secretary of State March 8, 1946.]

The people of the State of California do enact as follows:

SECTION 1. Section 2302 of the Welfare and Institutions Code is amended to read:

2302. The State Department of Social Welfare may inspect, examine and license under this chapter or any county or city may establish, and the State Department of Social Welfare may accredit and approve, a county or city inspection service to perform such functions under this chapter.

If any county or city establishes an inspection service, and such service is approved by the State Department of Social Welfare, the inspection may be made either by a health department having at least one regularly licensed physician, or a qualified social service department.

The inspection service shall conform to the requirements of this chapter and to the rules of the State Department of Social Welfare.

The costs of any inspection service undertaken by a county or city, with the approval of the State Department of Social Welfare, shall be borne by the State at the rate of three dollars (\$3) per month per licensee. Claims shall be filed with the department at the times and in the manner specified by the department for reimbursement of the expenses incurred. If any grants-in-aid are made by the Federal Government for the support of any inspection service approved by the State Department of Social Welfare, the amount of the Federal grant shall first be applied to defer the costs of the service and the remainder of the costs, if any, shall be borne by the State.

SEC. 2. The sum of fifty-six thousand two hundred fifty dollars (\$56,250), or so much thereof as may be necessary, is hereby appropriated out of any money in the State treasury not otherwise appropriated, to be expended by the State Department of Social Welfare during the Ninety-seventh and Ninety-eighth Fiscal Years for expenses under Section 2302 of the Welfare and Institutions Code.

SEC. 3. This act shall become operative April 1, 1946.

SEC. 4. This act is hereby declared to be an urgency measure necessary for the immediate preservation of public peace, health and safety within the meaning of Section 1 of Article IV of the Constitution and shall therefore go into immediate effect. A statement of the facts constituting such necessity is as follows:

Adequate inspection of institutions and boarding homes for the aged is urgently required to insure the proper care of such persons. This act provides the money and the supervision necessary to insure adequate inspection services without which the aged will not be protected and the public peace, health and safety will be endangered.

MAIN OFFICE
SACRAMENTO
616 K STREET

Earl Warren
Governor

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MRS. BERNICE H. CHIPMAN
1100 UNION STREET
SAN FRANCISCO

JOHN C. CUNEO
922 J STREET
MODESTO

GERALD C. KEPPLER
135 NORTH BRIGHT AVENUE
WHITTIER

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14
March 27, 1946

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations
made by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 266-A (WS)
DEPARTMENT BULLETIN NO. 274 (OAS)

These regulations are filed in accordance with Section 11381
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

RECEIVED
SACRAMENTO, CALIF.

1946 MAR 28 PM 2 44

366-35
Attachment

FRANK M. JORDAN
SECRETARY OF STATE
STATE OF CALIFORNIA

Certified as a Regulator (or as
Regulations) of the

State Dept of Social Welfare
(Name of State Agency)

Chas. W. Wacem
(Signature)

Director
(Title)

3/27/46
(Date)

W410 103, 113, 114, 115, 116,
120, 120.5

Earl Warren
Governor

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
935 MARKET STREET
(3)

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
March 11, 1946

DEPARTMENT BULLETIN NO. 266-A (WS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

IN REPLY PLEASE REFER
TO:

Subject: Medical Care Available to Evacuees
and Repatriates Through U. S. Public
Health Service

This will supplement Bulletin No. 266 (WS) which informed you that the U.S. Public Health Service would provide medical, dental, and hospital care to repatriates for conditions present on arrival in the United States, if application for such care is made within a year of the date of arrival. Such medical care is available to all repatriates without reference to need or nationality, both at points of debarkation and at any place in the United States where the recipient plans to live.

In making referrals for medical care, it should be pointed out to the physician that a clear distinction should be made between "conditions present on arrival" and "a condition developing subsequent to arrival." It would be advisable for the physician to clear any doubtful cases with the U. S. Public Health Service prior to giving treatment.

Repatriates needing medical care for a condition developing subsequent to arrival in the continental United States will be furnished medical care at Public Health Service expense only if the repatriate is eligible for civilian war assistance and only during the period the person continues to receive such assistance. We have been advised by the United States Public Health Service that in either case application for medical care must be made within one year after arrival. Inasmuch as it has been almost a year since the first repatriate arrived in the United States, county welfare agencies should keep this requirement in mind and not refer any repatriate to the U. S. Public Health Service for medical care who has been in the United States one year or more. Those cases accepted for care will continue to receive treatment until cure is effected, or the patient is transferred to the care of a State or local agency if eligible for care by such agency, or if the program is terminated or funds are exhausted.

Very sincerely yours,

Charles M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare

MAIN OFFICE
SACRAMENTO
616 K STREET

EARL WARREN
GOVERNOR

7041C 103, 103.5, 113, 114,
120, 120.5, 2020, 2140

STATE OF CALIFORNIA

LOS ANGELES OFFICE
WASHINGTON BUILDING
341 SOUTH SPRING STREET

DEPARTMENT OF SOCIAL WELFARE

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
March 22, 1946

DEPARTMENT BULLETIN NO. 274 (OAS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Old Age Security -
Budget Schedule

The Social Welfare Board on March 21, 1946, adopted a revised budget schedule as shown below:

Food	19.85	(Increase 75% to \$34.70 if all
Housing, as paid, for example	20.00	meals purchased in
Utilities, as paid, or the		restaurants.)
following minima:		
Electricity	1.20	
Gas	1.85	
Water	1.40	
Garbage Removal	.50	
Other, for example, heat	3.15	
Household Operation	3.50	
Clothing	5.65	
Incidentals and personal needs	10.00	
Transportation	3.00	
Total	\$70.10	

The revised budget shall be substituted for the Budget Schedule appearing in the Manual of Policies and Procedures, Sec. 155-25, and appropriate revision to that section will follow in the near future.

The revised budget schedule shall become effective as soon as possible, but not later than July 1, 1946.

Very sincerely yours,

Charles M. Wollenberg

CHARLES M. WOLLENBERG, Director
Department of Social Welfare